



## Dublin City Schools Chromebook Loan Agreement Certification 2018-2019

We, \_\_\_\_\_ (Parent/Guardian) and  
\_\_\_\_\_ (Student)

have received and read the Chromebook Loan Agreement. We understand the rights and responsibilities pertaining to our student and agree to support and abide by the rules, guidelines, procedures, and policies of Dublin City Schools Student Code of Conduct.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

# Dublin City Schools

## 1:1 Chromebook Loan Agreement

### Policies and Procedures

In Dublin City Schools we believe a world class education includes engaging environments and research based instructional practice that strives to personalize learning for all students. While creating meaningful learning experiences through a workshop model of instruction is critical, using the tools and resources of the day is also a key component to learning and access.

Dublin City Schools (hereinafter referred to as the “District”) is proud to offer our 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students a Chromebook device for use at school and at home for academic purposes. The following information is provided to help all involved understand the expectations, responsibility, care, and use related to receiving a Chromebook.

#### **SECTION 1: Purpose**

- Using the tools of the day is essential to learning experiences that enhance modern literacy. Providing a device to each student, just as textbooks used to be provided, levels the playing field and ensures all students have equitable access to the curriculum.
- Accessing valid information and content in real time is a reasonable expectation in our modern world. Providing tools to teachers and students to allow such access is essential.
- Providing tools to complement our learning management system (Schoology) and the workshop model of instruction, will continue to enhance learning experiences for all students.

#### **SECTION 2: Chromebook Loan Agreement**

- 2.1 The Chromebook will be provided by the District to students on a “loan-for-use-basis” for academic purposes for the duration of the school year. The Chromebook and accompanying equipment is, and at all times remains, the property of Dublin City Schools.
- 2.2 Students will be able to take the Chromebook home during the school year once the student and parent have signed the 1:1 Chromebook Loan Agreement (Appendix I), the Internet Acceptable Use Policy (Appendix II), the Computer Acceptable Use Policy, and paid the Technology Fee.
- 2.3 Students are expected to treat the Chromebook as a valuable piece of equipment. It is the student’s responsibility to care for the equipment and ensure that it is transported and kept in safe environments.
- 2.4 The Chromebook may be used at home and be connected to home networks and Internet services for out-of-school hours. The student may not install or use any software other than that which is approved by the District.
- 2.5 The student may not make any attempt to add, delete, access, or modify other users accounts on the Chromebook or on any other school-owned computer.
- 2.6 Identification labels have been placed on the Chromebook that connect the user to the device. These labels are not to be removed or modified. If the label becomes missing or is damaged, contact the school for tech support immediately.

- 2.6.a One user with specific privileges and capabilities has been set up on the Chromebook, for the exclusive use of the student to which it has been assigned.
- 2.6.b The District intends to issue the same Chromebook to the student for each of the middle school years and then another Chromebook for each of the high school years.
- 2.7 Students are to use the Chromebooks in accordance with all District Acceptable Use Policies, the Student Code of Conduct, as well as local, state, and federal statutes.
- 2.8 Since the Chromebook is the property of the District, school officials have the right to review all material stored on or accessed by any Chromebook. Violations of this agreement will be reviewed on a case-by-case basis. School administrators have the right to suspend or revoke a student's Chromebook use privileges.
- 2.9 The District assumes no responsibility for fiscal obligations for any purchase of goods or services by the student or family using the Chromebook. This type of activity will not be permissible during school hours.
- 2.10 The Chromebooks are the property of the District and must be returned at the end of the school year of the current loan agreement, upon withdrawal from the District, or at the request of a teacher or administrator.
- 2.11 Willful damage or destruction, violations of law, or failure to return the Chromebook will be reported to local law enforcement and may result in criminal prosecution.

### **SECTION 3: Technology Fee**

- The Parent/Guardian/Student is responsible for making a non-refundable, annual payment of \$40 to the District. The fund created by this fee is established to fund repairs in the event of accidental damage to a student's Chromebook.
- All 1:1 participants are required to make a payment in full established by the assigned distribution day of the school. Families who qualify for free or reduced meals will not be charged or will be charged a reduced rate consistent with their federal benefits eligibility.
- If the technology fee is not received, the Parent/Guardian will be responsible for the market cost of replacement of the Chromebook, or cost for repairs.
- The fee will be prorated for partial years of enrollment. The fee will be reduced to \$20 after January 1, for new students enrolling in the district.
- The \$40 annual technology fees include: 1 full replacement on the Chromebook and 2 break-fix issues.
  - Break-Fix Includes: broken screens, keyboard replacement, broken hinges and internal ports for power and headphones.
  - Charging cords are not covered under the tech fee, lost cords must be replaced by the Parent/Guardian.
- Damage caused by deliberate action of the student is not covered by the Fee/Protection Fund. If a Chromebook is lost or damaged due to neglect, the Parent/Guardian/Student may be liable for the full purchase price of the device.
- Dublin City Schools 12<sup>th</sup> grade students who have paid their technology fee in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade will be given the option in the spring of their 11<sup>th</sup> grade year pay a \$1 purchase fee to purchase their Chromebook. We will allow 11<sup>th</sup> grade students to keep their Chromebook over the summer going into their 12<sup>th</sup> grade year to support them with college and career applications.

- 12<sup>th</sup> grade students will not pay the \$40 technology fee.
- 12<sup>th</sup> grade students will then own their Chromebook after the last day of school of their 12<sup>th</sup> grade year.
- Dublin City Schools are not responsible for lost, stolen or repairs to Chromebooks, or any damage that may be caused by your Chromebook after the last day of school of your students 12<sup>th</sup> grade year.

#### **SECTION 4: Taking Care of Your Chromebook**

Students should treat the Chromebook as a valuable piece of equipment. The Chromebook is school property. All users will follow these expectations, the Code of Conduct, and all acceptable use policies.

##### General Precautions and Care

- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Chromebooks should never be left unsupervised.
- Students are responsible for charging Chromebooks prior to each school day.

##### Screen Care

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to excessive pressure.

- Avoid placing any pressure on the screen.
- Do not place the Chromebook in an overstuffed backpack to avoid pressure damage.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals will damage the screen.

##### Carrying Chromebooks

- Students will be trained on properly carrying Chromebooks when in school.
- Students should be very careful when putting Chromebooks into a backpack or any other type of bag. Too much pressure and weight put on the Chromebook can cause damage to the screen.

#### 4.1 - Family/Parent/Guardian Responsibilities

Your child has been issued a Chromebook to enhance and personalize learning within our workshop model of instruction. Your support is appreciated in the following areas:

- supervision of use during non-school hours; monitoring website history
- ongoing discussion of expectations regarding appropriate use of the Internet;
- reporting of problems rather than making attempts to repair the Chromebook;
- helping to make sure no software is deleted or loaded;
- making sure your child charges the Chromebook each night before school; and
- making sure your child brings the Chromebook to school every day.

Parents are also critical partners in making sure Chromebooks and charging cords are returned at the end of the school year or upon withdrawal from the district.

The family indemnifies and holds harmless the District and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorneys' fees and costs arising out of, connected with or resulting from the device, use of the device, or this

Agreement, including without limitations, the manufacture, delivery, possession, use, operation or return of the device.

#### 4.2 - Student Responsibilities

The Chromebook is an important learning tool and is to be used for educational purposes only. Students are to follow all District and Acceptable Use policies when using the Chromebook at school or outside of school. Students are expected to adhere to all local, state, and federal laws as well as common decency when using the Chromebook.

Students will:

- treat the Chromebook with care by keeping it clean and dry, keeping it away from food and drink, and not dropping it;
- bring the Chromebook to school every day, fully charged;
- transport the Chromebook with proper carrying techniques and in appropriate cases;
- not lend the Chromebook to anyone, not even friends or siblings;
- not load any software on the Chromebook that is not school approved;
- not remove programs or files from the Chromebook;
- not give out personal information when using the Chromebook;
- keep all accounts and passwords assigned to the student secure, and will not share these with other students;
- not attempt to repair the Chromebook without Tech Support; and
- return the Chromebook when requested and upon withdrawal (if applicable).

Further, students agree that all digital communication (i.e. email, chats, messages, discussions, posts) will be academically appropriate, legitimate, and responsible.