

# Imlay City Schools Chromebook Agreement

One Chromebook and charger are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

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- ✓ This equipment is, and at all times remains, the Property of Imlay City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the Chromebook or any Applications or Extensions may result in the student losing their right to use the Chromebook. The equipment will be returned when requested by Imlay City Schools, or if the student withdraws from Imlay City Schools prior to the end of the school year.
- ✓ The District Property may be used by the Student only for noncommercial purposes, in accordance with the District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.
- ✓ Students may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement. Students may only install Apps or Extensions that are available in the official Chrome Store. No alternative App Stores are allowed. Students may not change the date and /or time on their Chromebooks.
- ✓ 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. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- ✓ The student may not make any attempt to add, delete access, or modify other user's accounts on the Chromebook or on any school owned device.
- ✓ The Chromebook does have identification (serial number) on it indicating that it is the property of Imlay City Schools. This identification should not be altered, removed, or modified in any way. Doing so will result in a replacement fee being charged to the student.
- ✓ The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.
- ✓ Care must be exercised when plugging and unplugging accessories from the USB, charging or HDMI ports. Student issued device accessories are the responsibility of the student.
- ✓ Imlay City Schools makes no guarantee, written or implied, that materials on this device, including student work, will be safe from deletion or corruption, accidental or otherwise. Saving files to Google Drive is recommended.

## **Parent Responsibilities**

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.

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- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Imlay City Schools.
- In the event of loss or theft, I will notify school personnel within 24 hours. The school district will treat a lost Chromebook as stolen and will support the authorities in tracking the device, if possible.

## **Student Responsibilities**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities: When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Imlay City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not use my Chromebook with personal email accounts other than those assigned by school.
- I will not remove district installed programs, apps, extensions or profiles or files from the Chromebook.
- I will honor my family's values when using the Chromebook, and I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day and will recharge my Chromebook each night.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication. I will not mass email others.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. I will not change my district issued password.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested and upon my withdrawal from Imlay City Schools.
- I will keep the Chromebook in its protective case (if provided by school) while transporting between classes, home to school, etc. I understand that failure to transport the Chromebook in its protective case will void my insurance.
- I will not alter the Chromebook operating system in any way, including changing the date and/or time on the Chromebook.
- I will not access any Apps or extensions other than those available at the official Chrome Store.