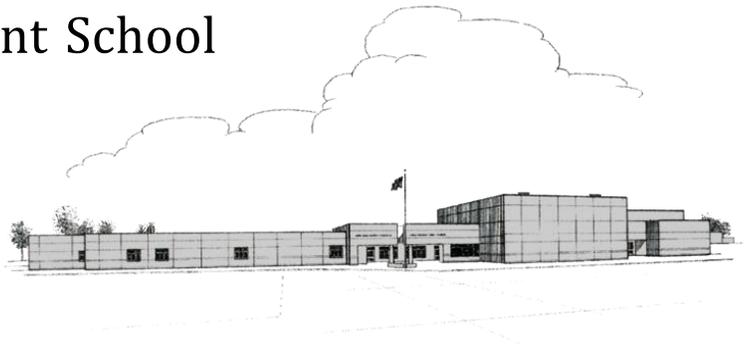


West Burlington Independent School District's

CHROMEBOOK USE

AGREEMENT Please read this entire section carefully.



This agreement is made effective upon receipt of a Chromebook, between the West Burlington Independent School District (WBISD), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, case, and related materials (the “Computer”) for use while a student is at West Burlington Independent School District, hereby agree as follows:

1 Equipment

1.1 Ownership: WBISD retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, West Burlington administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all Chromebooks configurations the same. Students will be issued a Chromebook and charger with matching unique matching asset numbers, a carrying bag, and a student ID card.

1.3 Substitution of Equipment: In the event the Chromebook is inoperable, WBISD has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Chromebook or to avoid using the Chromebook due to loss or damage. Please note that if the Student forgets to bring the Chromebook or power adapter to school, a substitute will not be provided.

2 Damage or Loss of Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the *Standards for Proper Care* section for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee based off the cost of the part damaged:

Part Name	Cost
Screen Backing	\$40
Screen	\$40
Keyboard assembly	\$65
Touchpad	\$20
Screen bezel	\$40
Bottom cover	\$50
Battery	\$50
Motherboard	\$150
WiFi card	\$15
Speakers	\$12
Hinges	\$30
Daughterboard	\$30
Display cable	\$20
Camera	\$20
ID Card	\$5

Accessories	Cost
Charger	\$40
Bag	\$25

WBISD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence as determined by administration.

Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* section for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Chromebook is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator or building administrator. If the Computer is stolen or vandalized while not at West Burlington or at a West Burlington sponsored event, the student or parent shall contact school personnel immediately.

2.5 Technical Support and Repair: WBISD will make technical support, maintenance and repair available.

2.6 End of Year Chromebook Collection: At the end of every school year, WBISD will collect all student Chromebooks for storage and maintenance over the summer break. At the times announced before the end of the school year, the student will be required to turn in their assigned Chromebook, their assigned charger, and their issued Chromebook bag with ID card. If any components are found to be in a missing or damaged state during collection, the student will be held liable.

3 Legal and Ethical Use Policies

3.1 Monitoring: WBISD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with WBISD’s Legal and Ethical Use Policies.

3.2 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited and may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Coordinator.

3.3 Allowable Customizations: The Student is permitted to download extensions or ChromeOS applications published in the Google Chrome Web Store. The exceptions to this are any extensions or applications that perform the following actions:

- Extensions that modify the functionality of Google Chrome, such as “New Tab” extensions that lead to malicious search engines.
- Any extension or application designed to disable or circumvent the content filters or device security WBISD has instated. This includes 3rd party software that could disable extensions or alternate web browsers.

STANDARDS FOR PROPER CHROMEBOOK CARE

This document is an important addendum to the *Student Chromebook Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Your Responsibilities:

- Treat this equipment with great care.
- Bring the Chromebook charged every day to school. The charger should stay at home. The Chromebook battery should last all day if charged each night for 4 hours.
- Keep the Chromebook either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked compartment or trunk. ***Avoid leaving the Chromebook in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to WBISD School’s Acceptable Use Policy at all times and in all locations.

- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook. It will be the Student and Parent(s) responsibility to pay for any parts damaged due to physical altercation to the device.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

Carrying the Chromebook

- It is acceptable to carry the Chromebook by the sides of the device when it is closed. It is also acceptable to carry the Chromebook by grasping the palmrest part of the device if it must be carried with the screen open.

- Do not carry the Chromebook by the top half of the device, as this may cause damage to the screen.
- You will be required to use the provided bag for any long term transfer of the Chromebook, such as traveling from classroom to classroom or going home for the day.

Screen Care

- Avoid touching the Chromebook screen
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.