

## **NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT**

### **CHROMEBOOK LOAN PARENT AND STUDENT AGREEMENT**

North Middlesex Regional School District (“NMRSD”) students actively attending a North Middlesex Regional School District school will have the option to be assigned a Chromebook laptop and a charger for home use beginning in the 2020-2021 school year. Students will be able to bring their designated Chromebook home with them throughout the school year until they have withdrawn from the district, graduated, or the NMRSD has requested that the Chromebook be returned. The student is responsible for the device at all times. Students who already own a compatible device will be allowed to opt out of this program but all rules regarding proper use in the classroom and compliance with the NMRSD policy regarding acceptable technology usage will still apply.

Participation in this program is subject to the following terms of this Agreement:

1. The Chromebook assigned to the student is the sole property of the NMRSD and is on loan to the student until withdrawal, graduation, or such time as the NMRSD requests the Chromebook be returned.
2. In order to receive a Chromebook, the student must be actively enrolled in the NMRSD.
3. The student and parent/guardian agree to comply with the Care/Maintenance and Usage Requirements set forth below.
4. While using the Chromebook, the student agrees to comply with the NMRSD policy regarding acceptable technology usage.
5. The student will not alter the operating system (“OS”) of the Chromebook in any way, including, but not limited to, installation of an additional OS or the deletion or factory reset of the current OS.
6. The student will not alter the physical components of the Chromebook, including, but not limited to, the installation of new hardware components or the removal of existing hardware components.
7. The student will not alter the physical appearance of the Chromebook including, but not limited to the removal of asset tags or the addition of stickers, writing or markings on the device.
8. The student is the exclusive user of the device and no other persons shall be permitted to use the Chromebook.
9. The Chromebook and a charger will be returned in good condition to the NMRSD upon graduation, withdrawal or request for return.
10. The care and maintenance of the Chromebook and a charger are the responsibility of the student. A fee will be assessed for lost, damaged or stolen Chromebooks and Chromebook chargers. Fees will be determined on a case by case basis but can reach up to the full replacement cost of the device of \$250.00. A security deposit in the amount of \$250.00 may be required by NMRSD at the time the Chromebook is issued.

## **Student Care/Maintenance and Usage Requirements**

### **Chromebook Care and Maintenance**

- Students are responsible for the care and maintenance of their Chromebooks
- Students will not alter the Chromebook appearance in any way with the use of stickers, tape, glue, markers, etc.
- Students will keep Chromebooks away from food and liquid as spills will damage the Chromebook.
- Students will not place heavy objects on top of the Chromebook as pressure can damage the screen.
- Students will make sure nothing is on the keyboard before closing the Chromebook in order to prevent damage to the screen.
- While the Chromebook is off, students may clean the keyboard, trackpad and screen with a damp cloth.
- The Chromebook must not be sprayed directly with cleaners. Only cleaners that are designed to clean LCD computer screens may be used.
- All NMRSD Chromebooks are outfitted with an asset tag for inventory purposes. If the asset tag on the Chromebook is removed or altered, a fee equal to the cost of the Chromebook may be assessed.

### **Chromebook Usage Requirements in School**

- While using the Chromebook students must follow all requirements of the NMRSD policy regarding acceptable technology usage. Violation of the policy will result in disciplinary action.
- Chromebooks may be used only by the student it is assigned to and for educational purposes only.
- Chromebooks are expected to be brought to school fully charged each day unless otherwise instructed by their teacher, a school administrator, or a district administrator.
- Students are expected to bring their Chromebook to each class unless otherwise instructed by their teacher. Students that do not bring in their Chromebook on multiple occasions may face disciplinary action and/or their grades may be negatively affected.
- If a student does not bring in their Chromebook or it is not charged, the student may request to obtain a loaner from a designated location before the start of classes. Students are required to return the loaner before dismissal that school day. This does not alter the requirement that students must bring the Chromebook to school unless otherwise instructed, and fully charged.
- The usage of Chromebooks in class is strictly at the teacher's discretion and direction.
- Students should have the Chromebook sound muted during class unless they are using headphones with the teacher's permission. Students must provide their own headphones.
- If a mouse, case, or other peripherals are desired, they must be provided by the student at no cost to the NMRSD unless the item is specifically required by the NMRSD.
- Printing from Chromebooks will not be available at school. Students are encouraged to share their work electronically with teachers or print from home.

### **Chromebook Usage Requirements Outside of School**

- While using the Chromebook all students will follow all requirements of the NMRSD policy regarding acceptable technology usage. Those requirements apply to use outside of school as well as in school. Violation of the policy will result in disciplinary action.
- Students may use their Chromebooks outside of school solely for educational purposes.
- Students may only use only their NMRSD account to log into the Chromebook.
- Students may print from their Chromebooks at home or other location (i.e. Public Library) using compatible printers.
- Chromebooks must be kept in a safe, secure place when not in use.
- Chromebooks should not be left unattended when traveling outside of the home.
- Chromebooks should not be exposed to extreme temperatures such as extreme cold or heat as that can cause damage to the device.

### **Student Usage Safety and Requirements**

- All Chromebooks are content filtered both inside and outside of school for student safety and CIPA compliance reasons. Please click on this [link](#) for more about the [Children's Internet Protection Act](#).
- Internet browsing and history is logged in the system and accessible by school administration. Students have no expectation of privacy regarding their usage of Chromebooks or the information and content accessed or stored thereon.
- Students are prohibited from trying to circumvent content filtering or trying to alter the Chromebook operating system in any way. Doing so will result in disciplinary consequences for the student.
- All students agree to abide by all terms of the NMRSD policy regarding acceptable technology usage and as such will refrain from any harmful, illegal, or other activities prohibited by the policy while using their Chromebooks, their NMRSD school accounts or any NMRSD technology resources. Violation will result in disciplinary or legal consequences.
- Students will protect their data and will not share any NMRSD account credentials (i.e. usernames and passwords) with others for any reason.
- Students have unlimited storage available in Google Drive. Therefore, all content saved to the Chromebook should be saved to Google Drive and not to the Chromebook local drive. The NMRSD is not responsible for lost data.
- Students will use caution when connecting to an unsecured wireless network as unsecured networks can leave data unprotected.
- Only approved Chromebook apps and extensions may be installed on the Chromebooks. Students and teachers may request specific apps and extensions be made available for installation.
- The Chromebooks will install all browser and security updates automatically. It is recommended that students properly shut down their Chromebook daily, so updates are installed.

### **Loss, Theft or Damage**

- Students experiencing a technical issue with the Chromebook must bring the Chromebook to the designated location at the school for troubleshooting and possible repair.
- A loaner Chromebook will be provided to the student while the Chromebook is being diagnosed and repaired. Students are responsible for all of the same requirements of care and maintenance of the loaner Chromebook as are outlined in this document and in the Chromebook Loan and Usage Agreement and as applied to the student's assigned Chromebook.
- If damage to the Chromebook or a charger is deemed to be accidental, a fee may be assessed to the student for repair. If, as a result of accidental damage reasonable repair is not feasible, the full replacement cost will be assessed.
- If the Chromebook or a charger has been lost, the full cost for a replacement Chromebook or a charger will be assessed to the student.
- If the Chromebook has been stolen, the student must immediately contact the police department to report the theft. A police report must be filed and a copy presented to the NMRSD before a replacement Chromebook is issued.

### **Conditions for Suspension of Deposit and Transportation Requirements**

- The NMRSD may reduce or suspend the deposit requirement for students who participate in the free and reduced school lunch program.
- The NMRSD may temporarily reduce or suspend the deposit requirement for new loans to impacted students during times when remote learning is required, or may be required, by the district due to an extended health or environmental emergency. The deposit requirement may be reinstated once the remote learning requirement has ended.
- The NMRSD may temporarily suspend the ongoing requirement to bring loaned Chromebooks to school each day if confirmed that Chromebooks will not be required for that period of time or an alternative device can be provided for the student's in-school use during that period of time. Students will still be required to bring their Chromebook or a charger to school within one (1) day, excluding weekends, upon request from a teacher, school administrator, or district administrator.

**North Middlesex Regional School District Chromebook Loan and Usage Agreement Forms**

**ALL students must return this signed page and, if obtaining a Chromebook, submit payment of \$250.00 to cover the security deposit made payable to North Middlesex Regional School District;**

**Parent/Guardian Agreement/Waiver.  
Check appropriate boxes and sign below.**

- My child has a compatible device for home use and does not require a Chromebook
- I agree to these terms and authorized distribution of a Chromebook to my child
- I have included a security deposit in the amount of \$250.00 made payable to **North Middlesex Regional School District** is enclosed with this document

**If you qualify for free/reduced lunch and would like to apply for a reduced security deposit, please email [nhaines@nmrsd.org](mailto:nhaines@nmrsd.org)**

Student Name (Print clearly): \_\_\_\_\_

Parent/Guardian Name (Print clearly): \_\_\_\_\_

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

Date: \_\_\_\_\_

**Student Agreement**

I have read and understand this loan agreement and the NMRSD Student Chromebook Care/Maintenance and Usage Requirements and agree to comply with the terms and conditions contained in both documents.

I also agree to the following specific requirements **(please initial each line)**:

- I will bring my Chromebook to school each day, fully charged, unless otherwise instructed by my teacher or administrator. \_\_\_\_\_
- I will keep my Chromebook in good working condition, making every effort to avoid unnecessary damage. \_\_\_\_\_
- I will use my Chromebook responsibly and productively while in school and at home. \_\_\_\_\_
- I agree to comply with all of the terms and conditions contained in the NMRSD policy regarding acceptable technology usage. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_