

Last Name _____

Graduation Year _____

Device Number ____ T _____

*****Return this completed form to check out a Chromebook*****



Forest Lake Area Schools Chromebook Loan Agreement

The Forest Lake Area School District 831 (DISTRICT) enters into this agreement with _____ (Parent/Guardian name) for the purpose of providing a device on loan to, _____ (Student Name) (STUDENT) who requires one for academic use.

The Chromebook loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning.

Description of Loaned Property

The DISTRICT will provide to the STUDENT, according to the terms and conditions specified in this Agreement, the following device, equipment and accessories:

- One (1) Chromebook
- One (1) Power cord

Throughout this Agreement, use of the term “device” is understood to include all of the items listed under “loaned property.”

Terms of Agreement

This Agreement will begin on _____ (date) and will end on _____ (date) or upon withdrawal of _____ (student's name) (STUDENT) from the Forest Lake Area Schools, or upon termination of this Agreement.

The DISTRICT agrees to:

- Provide a device in good working order upon delivery.
- Provide support for the student to learn how to use the Chromebook for their learning activities at school.
- Diagnose technical issues and determine repair options. These include but are not limited to: reimaging the device, swapping the device and/or providing repair estimate for damaged hardware.

It is understood that device breakdown and repairs may result in the loss of access to the device. Because the data is stored in the cloud, students will have access to their folders and content when they log in to any device. In the event of loss or damage to the Chromebook of any kind, the DISTRICT will, at its sole discretion, determine the cost and family's obligation associated with any damage to the device. Also the DISTRICT will determine if the damage is due to negligence which will void this contract. *Purchasing a protective sleeve for the Chromebook is HIGHLY ENCOURAGED in order to minimize damage.*

The PARENT/GUARDIAN and STUDENT agree to:

- Follow the *Chromebook Care Expectations* outlined in this agreement.
- Use the device in a careful and proper manner, and be liable for loss, damage, or defacement of the Chromebook.
- Assume responsibility for supervising the student’s use of the device at home, following the guidelines of the *Student Technology User Guidelines* (included with this form) and the District’s *Technology Acceptable Use and Safety Policy #540*. The parent/guardian further agrees to comply with and conform to all national, state, municipal and other laws, ordinances and regulations relating to the possession, use, or maintenance of the Chromebook.
- Return the device to the school’s administrative assistant at the end of the school year or upon withdrawal from Forest Lake Area Schools.
- Participate in all written and oral evaluation procedures.
- Contact their school’s technology specialist when problems arise with the Chromebook.
- Indemnify and hold harmless the DISTRICT and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney’s fees and costs arising out of, connected with or resulting from the device, use of the device, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the device.
- **Pay all repair costs for any damage/loss to the Chromebook.**
 - The following list may be used as a guideline for the costs of typical Chromebook repair. Actual charges may vary:
 - Screen Replacement - \$50
 - Keyboard Replacement - \$75
 - Damaged/Lost Charger - \$30
 - Lost Chromebook - \$230
 - **Cleaning Fee (if device is returned in need of cleaning) - \$30**

Further Agreements

The parent/guardian and student understand that the device is, and at all times shall remain, the sole and exclusive property of the DISTRICT, and the student shall have no right, title, or interest therein, except as set forth in this Agreement. Any violation of the above conditions will result in the removal of the device from the student.

Family’s Address _____ City _____

Zip Code _____ Phone Number _____

Signatures

Student _____ Student ID _____ Date _____

Parent or Guardian _____ Date _____

_____ (student initials) I have read and will abide by the *Chromebook Care Expectations*.

_____ (student initials) I have read and will abide by the *Student Technology User Guidelines*.

Return this completed form to your school to check out a Chromebook

Please retain the following pages for your reference upon submitting this page of the Chromebook Loan Agreement



Chromebook Care Expectations

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the school technology specialist as soon as possible so that they can be taken care of properly. ***District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***

General Care

- Keep food and liquids a safe distance from a Chromebook.
- Cords, cables, and removable storage devices used with a Chromebook must be inserted and removed carefully.
- Chromebooks should not be used or stored around active pets.
- Use extra care when adjusting the rotatable camera, and return it to a “flat” position before closing the Chromebook.
- Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard. Bent or broken power adapters will need to be replaced at the user’s expense.
- District-owned Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Cases

- Purchasing a case or protective sleeve for the Chromebook is HIGHLY ENCOURAGED in order to minimize possible damage.
- Although cases and protective sleeves are reinforced to help protect Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect their devices.

Carrying Chromebooks

- Chromebooks should always be transported with care.
- Chromebooks should never be carried with their screens open, or lifted by the screen.

Screen Care

- The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Do not put pressure on the top of a Chromebook when it is closed. (The weight of textbooks crack screens regularly.)
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Cleaner and cloth is available to use at the tech team desk in room 103.



Student Technology User Guidelines
Forest Lake Area Schools

When you use district provided technology, including wireless access, you are agreeing to:

1. Follow all school and district policies, procedures, and practices.
2. Keep your password private.
3. Log in only as yourself.
4. Log out before leaving a computer.
5. Respect the privacy of others.
6. Follow copyright and license laws.
7. Cite your sources.
8. Protect your personal information at all times.
9. Limit your printing.
10. Maintain a personal backup of important files when appropriate.
11. Report concerns of inappropriate or illegal activity to building staff.
12. Use district resources for educational purposes only.

You are also agreeing to:

1. Never attempt to bypass or alter computer security.
2. Never attempt, assist in or gain unauthorized* access.
3. Never modify device configuration. (wallpaper, sounds, hardware, etc.)
4. Never use technology to harass others or violate any other school policy.
5. Never request, access, transfer, copy or store inappropriate materials.
6. Never use or store unauthorized* applications on school devices.
7. Never install or download software without authorization.*
8. Never use technology resources for commercial, personal profit or illegal enterprises.
9. Never act in any manner that hinders the use of technology by students and staff.

** Authorization may only come from district staff.*

District staff may access student accounts at any time. Any information stored or in use on district resources or on school grounds can and may be reviewed and/or removed at the district's discretion.

The use of personal devices on school grounds is at the discretion of district staff and will be held to the standards listed above where appropriate.

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