



## Chromebook Loan Agreement 2018-19 School Year

\_\_\_\_\_

*Student Last Name (Print)*

\_\_\_\_\_

*Student First Name (Print)*

\_\_\_\_\_

*Grade*

- One Chromebook device, and charger are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all time remains, the property of Saint Albert Catholic Schools, Council Bluffs Iowa, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.
- Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the device may result in the Student/Borrower losing his/her right to use this computer.
- The equipment will be returned to the Saint Albert Catholic Schools if the Student/Borrower withdraws from Saint Albert Catholic Schools prior to the end of the school year.
- The School Property may be used by Student/Borrower only for noncommercial purposes, in accordance with the School policies and rules, School Code of Conduct, as well as, local, state, and federal statutes.
- Student/Borrower may not install or use any software other than software owned or approved by the Saint Albert Catholic Schools and made available to Student/Borrower in accordance with this Receipt and Agreement.
- One user account with specific privileges and capabilities has been set up on the Chromebook device for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook device and on any school-owned computer.
- The Saint Albert Catholic Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.
- Identification and inventory labels/tags have been placed on the Chromebook device. These labels/tags are not to be removed or modified. **If removed or modified you will be charged \$5.** If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook device.
- Chromebooks will be checked once a month during advisory to check for label, damage and that students are keeping them charged.
- A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.
- Iowa statute allows the School to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return School property. The full cost of the Chromebook device is \$225.
- Student/Borrower acknowledges and agrees that his/her use of the School Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the School Property and to return the same in good condition and repair upon request by Saint Albert Catholic Schools.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE READ THE ASSURANCES ON THE BACK OF THIS FORM BEFORE SIGNING**

<b>Parent Responsibilities</b>	<b>Student Responsibilities</b>
<p>Your son/daughter has been issued a Chromebook device computer 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 computer.</p> <ul style="list-style-type: none"><li>● I will supervise my son's/daughter's use of the Chromebook device while at home.</li><li>● I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/daughter's use of the Internet.</li><li>● I will not attempt to repair the Chromebook device.</li><li>● I will report to the school any problems with the Chromebook.</li><li>● I will make sure that my son/daughter recharges the Chromebook device battery nightly.</li><li>● I will make sure my son/daughter brings the Chromebook device to school every day.</li><li>● I agree to make sure that the Chromebook device is returned to the school when requested and upon my son's/daughter's withdrawal from Saint Albert Catholic Schools.</li></ul>	<p>Your Chromebook device is an important learning tool and is for educational purposes only. In order to take your Chromebook device home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"><li>● When using the Chromebook device at home, at school, and anywhere else I may take it, I will follow the policies of Saint Albert Catholic Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.</li><li>● I will treat the Chromebook device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li><li>● My Chromebook device is my responsibility and will stay in my possession at all times.</li><li>● I will not modify any software on the Chromebook device.</li><li>● I will honor my family's values when using the Chromebook device.</li><li>● I will not release personal information to strangers when using the Chromebook device.</li><li>● I will bring the Chromebook device to school every day.</li><li>● I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li><li>● I will clean my Chromebook device using device class cleaner only.</li><li>● I will recharge the Chromebook device battery each night.</li><li>● I will return the Chromebook device when requested and upon my withdrawal from Saint Albert Catholic Schools.</li></ul>