



## Chromebook Lending Agreement & Responsibility Expectations

### Lending Agreement

#### **Purpose:**

Elgin ISD (EISD) uses instructional technology to engage, prepare, and inspire all students for life-long success by teaching the skills, knowledge, and behaviors students will need as responsible digital citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, EISD has made it a goal to offer students 24/7 accessibility to their learning. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

An important component will be education about digital citizenship and appropriate online behaviors. EISD will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

All students and parents/guardians must adhere to the Chromebook Lending Agreement and Responsibility Expectations, EISD policies (e.g. Student Code of Conduct, Parent/Student Handbook, Acceptable Use Policy, Board policies), and federal/state laws.

#### **Device Specifics:**

The technology device covered by this agreement is a Chromebook laptop computer. One Chromebook, work-in case, charger, and charging cord are being issued to the student. Please be advised, students may be issued a used Chromebook. Chromebooks may NOT be serviced or replaced at a service/repair location. Any technical or mechanical issues with the Chromebook must be reported to the campus and will be repaired by the Elgin ISD Technology Department. This equipment is, and at all times, will remain the property of Elgin Independent School District. The Chromebook is subject to inspection, damage assessment (fees may be applied), and may be confiscated at any time due to inappropriate use. The equipment will need to be returned in acceptable condition if a student graduates, withdraws, or is expelled from school prior to the end of the school year. As a general note, Chromebooks turned in for repair may be reset to factory settings and the district makes no guarantee that the same Chromebook will be returned.

### **Student Responsibilities:**

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- My Chromebook is my responsibility and I will not leave it in unsupervised areas.
- When I am first issued a Chromebook, I will be responsible for checking and reporting any damages including, but not limited to the following issues: glass lifting at the corners, non-responsive touch screen, LCD color distortion or flickering, software problems, Wi-Fi connectivity, power button issues, or volume issues. These will be reported within 7 days of issuance for a replacement or repair. I understand the possibility of replacement due to cosmetic dents and scratches through normal wear and tear will not be considered.
- I will adhere to all EISD policies when using the Chromebook.
- I will bring the Chromebook to school every day with a fully-charged battery.
- I will treat the Chromebook appropriately and will report any mechanical or technical issues to the school in a timely manner.
- I will back up my data before turning in my Chromebook for repair or at the end of the year.
- I will care for the equipment on a daily basis and ensure that it is kept in a safe environment.
- I will ensure that the EISD-owned Chromebook is not damaged, lost, or stolen while it is issued to me.
- I will not remove or modify the identification and inventory labels that have been placed on the Chromebook.
- I will not add stickers, labels, tags, or markings to the Chromebook.
- I agree to use the Chromebook only for appropriate, legitimate, and responsible communications.
- I will not use the Chromebook to engage in cyber-bullying.
- I will keep my accounts and passwords secure and will not share these with any other students.
- I will not attempt to add, delete, access, or modify other user accounts on the Chromebook.
- I will not modify the operating system on my Chromebook.
- I will not change or delete the internal “name” of the Chromebook.
- I will not reset the Chromebook back to factory settings while the Chromebook is issued to me.
- I will not remove or alter profiles on the Chromebook set by the district.
- I will take no action that could interfere with the district’s network.
- I will return the Chromebook, work-in case, charger, and charging cord in good working order when requested or upon my graduation, expulsion, or withdrawal from school.
- I will return my Chromebook and all accessories at the end of each school year.
- I will perform updates of the Chromebook operating system only when directed by a campus representative.
- I will update assigned apps and maintain them at all times.
- I understand that by performing regular backups of my Chromebook, I help protect against the loss of data.
- I will keep my Chromebook protected at all times.

**Parent/Guardian Responsibilities:**

Your son/daughter has been issued a Chromebook, charger, and charging cord as part of the Chromebook initiative 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 son's/daughter's use of the Chromebook at home.
- I will discuss expectations regarding online safety and proper use of the Internet, e-mail, apps, and photos.
- I will ensure that my son/daughter reports any mechanical or technical issues to the school in a timely manner.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this Lending Agreement.
- I agree that the Chromebook, work-in case, charger, and charging cord will be returned to the school when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from school.
- I will return the Chromebook and all accessories at the end of each school year.

**ELGIN ISD Student Chromebook Fee Structure** (please print clearly)

**Usage Fee:**

Elgin ISD recognizes that with the implementation of the program there is a need to protect the investment in Chromebooks by both the District and the Student/Parent. This document outlines the Chromebook fees for a student's protection of the Chromebook against damage, loss, or theft.

The student usage fee is mandatory for all students receiving an EISD-owned Chromebook. The student usage fee is an annual \$20.00 payment per student. The \$20.00 usage fee is nonrefundable. Usage fees will not be prorated for partial years or semesters.

**Damage Deductible:**

All Chromebooks carry an accidental warranty covering one major damage incident per school year. Keyboards are excluded from this coverage. Examples of these types of damage include the following:

- cracked screen
- water damage
- other damage of parts not listed below under **Miscellaneous Costs**

In the event of additional damage incidents to the Chromebook, the student/parent will be responsible for a deductible payment of \$25.00 per incident, and the district will cover the remaining expenses. Damaged Chromebooks must be turned into the campus Instructional Technology Office. Damaged Chromebooks should not be taken to an alternate repair facility.

**Loss/Theft Deductible:**

In the event of loss or theft, the student/parent will be responsible for a deductible payment of \$100.00, and the district will cover the remaining expenses. The parent will be required to file a police report. Subsequent replacements within the same school year will cost the student/parent the full value of a Chromebook replacement (\$397).

**Miscellaneous Costs:**

The deductibles above will not cover the loss or damage of the Chromebook's case, charger, or charging cord. Students/Parents will be responsible for the full cost to replace those items.

Replacement costs:

- ◆ charging cord - \$10.00
- ◆ charger - \$20.00
- ◆ work-in-case: \$20.00
- ◆ keyboard - \$15.00

\*If the Chromebook is not returned at the end of the school year or upon termination of student enrollment, the full replacement cost of the Chromebook is due and Elgin ISD will file a police report regarding the missing device.

\*In cases of theft, vandalism, and other criminal acts, the student/parent MUST file a police or fire report. A copy of the police/fire report must be provided to Elgin ISD within two weeks of the incident.



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To create digitally literate students and promote collaboration, communication, creativity and critical thinking, Elgin ISD has provided Chromebooks for student use throughout the school year. Instructional delivery, development and assessment opportunities will be seamlessly integrated throughout the education program with 24/7 access to personalized and accessible learning.

Signing below indicates parent's/guardian's and student's understanding that the Chromebook is being provided to access, develop and extend the educational experience at Elgin ISD. As such, they will follow all rules and expectations listed in this lending agreement, as well as, the EISD Acceptable Use Policy and Student Code of Conduct.

Chromebooks are expected to be taken care of and immediately reported if damage or technical issues arise. Chromebooks may be issued after receipt of the following signatures. The usage fee and any other fees associated with damage or the replacement of parts are expected to be paid by the end of each academic school year, as well as turning in the Chromebook at the end of each school year or student's graduation, withdrawal, or expulsion.

The Chromebook Lending Agreement & Responsibility Expectations and other helpful Chromebook Information will be periodically updated online. Please see your campus website for updates and information.

#### Signatures:

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent Email Address: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Campus: \_\_\_\_\_