

STUDENT & FAMILY CHROMEBOOK LOAN AGREEMENT



**Dr. Howard Fuller
Collegiate Academy**
– Founded in 2004 –

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PURPOSE

For the 2020-21 school year all students will receive a Chromebook for their use at school and home. This document outlines an agreement between Dr. Howard Fuller Collegiate Academy, parents and students for the care and instructional use of the Chromebook. Certain guidelines are necessary to protect the Chromebook and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a Dr. Howard Fuller Collegiate Academy (HFCA) Chromebook, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

EDUCATIONAL RESOURCES ON THE CHROMEBOOK

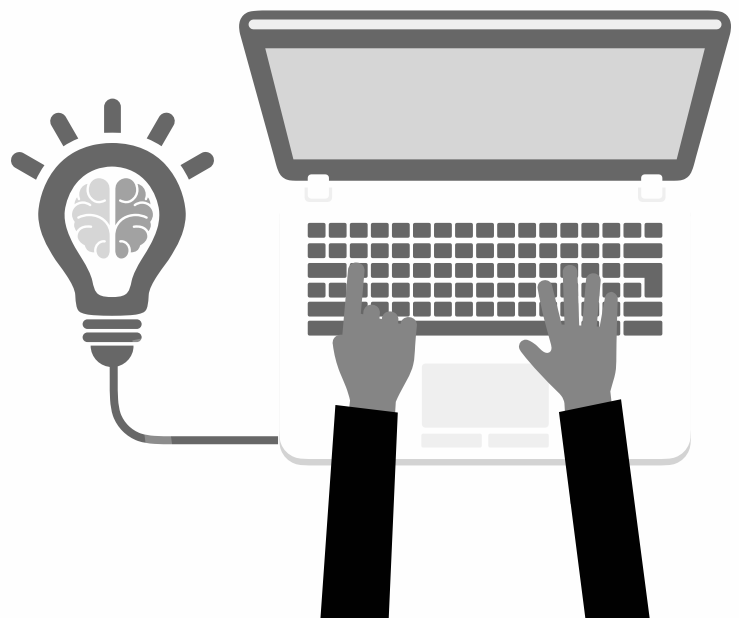
The school Chromebook is managed using Google Apps for Education. Along with a login for the device, Google Apps provides online learning tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection. In addition to Google Apps, many teachers will use various personalized and online learning systems that improve learning through better communication, collaboration, and increased access to curriculum resources.

ACCESSING THE INTERNET AT HOME

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is

important for full functionality. If wireless Internet is not available at home, various locations in the community provide free wireless Internet, including public libraries.

- The student agrees to follow all HFCA policies and regulations governing the use of computers, including, but not limited to the Expectations for Responsible Chromebook Use.
- The computer is the property of HFCA. If a student withdraws from the school prior to the end of the loan period, the Chromebook must be returned to school officials by the student prior to withdrawal.
- The student shall not remove or alter any HFCA identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
- The student agrees to keep the computer secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the



loan period, the computer is damaged or returned with any accessories missing, HFCA may charge the parent the lesser of the repair or the replacement cost.

- The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
- Upon request, the student agrees to deliver the computer to HFCA staff for technical inspection, to verify inventory or other information, or for random screening.
- The Chromebook cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of the school administration.

CARE AND MAINTENANCE

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.

- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to the Technology Help Desk or your teacher immediately.

RESPONSIBLE USE

Digital citizenship is an essential 21st century skill. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources and our Social Media Policy. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored. Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.

Chromebook Expectations

Keep your Chromebook on a level desk or table away from clutter

NEVER walk with your Chromebook open

Don't stack heavy objects on top of your Chromebook

Don't use your Chromebook as a writing surface

DO NOT allow others to use your Chromebook

DO NOT take your Chromebook into the restroom

Keep food and open drinks away from your Chromebook

DO NOT touch the screen with a pen, pencil or other objects

- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone including future education admissions offices and employers.
- Only registered users in HFCA will be able to login to the Chromebook, and all usage can be monitored.

EXPECTATIONS FOR RESPONSIBLE CHROMEBOOK USE

- I understand that as HFCA property, the Chromebook is subject to inspection and search at any time and without cause.
- I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by HFCA staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
- I understand that I am accountable for knowing where my Chromebook is at all times.
- I understand that I am responsible for the proper care of my Chromebook and that the Chromebook must be in the case provided by HFCA when not in use, and that damage to the Chromebook when it is not in the protective case may be considered intentional.
- I understand that I am not to add or remove labels to the Chromebook, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
- I understand I am responsible for keeping food and beverages away from my Chromebook and that I am not to leave my Chromebook outside, unattended in a vehicle, in an unsecured location, or near water.
- I understand that I am to avoid using objects that may scratch or damage any part of the device.

- I understand that I am not to loan my Chromebook or charger to other individuals.
- I understand my Chromebook's serial number and manufacturer/district labels are not to be defaced.
- I understand that I am only to use my Chromebook in ways that are educational and appropriate.
- I understand that I represent HFCA in all my online activities while using the Chromebook. I understand that what I do online should not reflect negatively on my fellow students, teachers or on Dr. Howard Fuller Collegiate Academy.
- I understand that my personal username and password should not be shared with any individual.
- I understand at all times I am to follow HFCA Acceptable Use Policy.
- I agree to return the Chromebook, case and power cord in good working order at the end of the school year,
- upon leaving HFCA or when my user privilege is revoked.
- I understand that I am to bring my Chromebook to school each day fully charged.

DR. HOWARD FULLER COLLEGIATE ACADEMY AGREES TO:

1. Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
2. Provide filtered Internet access on the Chromebook.
3. Provide technical support using an online Help Desk.
4. Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

THE STUDENT AGREES TO:

1. Take good care of the Chromebook in all locations. Bring the Chromebook to school every day, fully charged. Be a responsible digital citizen and abide by HFCA's Social Media Policy.
2. Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
3. Report any damage or loss, whatever the cause, to the Technology Help Desk your teacher as soon as possible.

4. Take responsibility for any damage or loss caused by neglect or abuse.
5. Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.
6. Return the Chromebook, Accessories and Case to Dr. Howard Fuller Collegiate Academy at the end of the school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

PARENTS/GUARDIANS AGREE TO:

1. Ensure your student understands appropriate care of Chromebook in all locations.
2. Review responsible digital citizenship with your student.
3. Support student learning and the exploration of personal interests that align with school policies.
4. Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.

I have read and agree to comply with these guidelines and all HFCA policies and regulations for the use of equipment, including the attached Expectations for Responsible Chromebook Use, the Acceptable Use Policy, and the Social Media Policy and the HFCA Family Handbook. I understand that the HFCA may access, monitor and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me.

I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, student and his/her parent is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt Out of the Chromebook program must contact the school and an Opt Out form will be provided for signature.

By signing below, I agree that I have read, understand and will to adhere to the Dr. Howard Fuller Collegiate Academy Student & Family Chromebook Loan Agreement.

PERSONAL DEVICE INSURANCE

Families have the option of covering accidental loss and damage using a Personal Device Insurance Fee. The replacement or repair of the Chromebook may cost up to \$250.

Yes, I am planning to pay the \$25 Personal Device Insurance Fee.

No, I decline the \$25 Personal Device Insurance and assume full financial responsibility for theft or damage. I understand that repair or replacement of the Chromebook may cost up to \$250.

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Student Name (please print)

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Student Signature

Today's Date

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Parent Signature

Today's Date