

# St. John Lutheran School

## Computer Damage/Loss Chromebook Agreement Form

**Please read this entire document to understand this program for you and your student's protection against damage and loss of the loaned computer equipment in your care. Participation in this program is MANDATORY. This form must be completed before the computer will be provided to the student.**

One Google Chromebook 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 St. John Lutheran School 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 machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by St. John Lutheran School, or sooner, if the Student/Borrower withdraws from St. John Lutheran School prior to the end of the school year. St. John Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the school's policies and rules, and Acceptable Use Policy, as well as local, state, and federal statutes. Student/Borrower may not install or use any software other than software owned or approved by St. John Lutheran School 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 Google Chromebook 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 Google Chromebook and on any school-owned computer. St. John Lutheran School's 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 Google Chromebook. **These labels/tags are not to be removed or modified.** If they become damaged or missing, contact tech support for replacements. **Additional stickers, labels, tags, or markings are not to be added to the Google Chromebook.** Nebraska statutes 79-737 and 79-2,127 allow St. John Lutheran 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 Google Chromebook is \$400. Student/Borrower acknowledges and agrees that his/her use of the St. John Lutheran School 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 St. John Lutheran School and to return the same in good condition and repair upon request by St. John Lutheran School.

**COVERAGE AND BENEFIT** Students and their families are responsible for the fees associated with any repairs or replacements necessary. If the device is lost or stolen, the student will owe the current market replacement cost of the device to St. John. If a device is damaged, the student will pay the current market value cost to repair the device. **A \$35 technology fee does not cover repair and replacement costs. Fees are used for updates to software and apps used for learning and instruction.**

**Approximate replacement costs are the following:**

Dell Chargers \$32; Lenovo Chargers \$30, Cracked Screen/Screen Replacement \$50; Dell Chromebooks \$400

**EFFECTIVE AND EXPIRATION DATES** This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is requested to be returned in good order to the school.

**Technology Fee: \$35.00** per school year.

**Terms of Agreement:** The student's right to use and possession of the Chromebook & charger terminates one week before the end of the current school year, unless earlier terminated by school or upon withdrawal from school. Failure to timely return the Chromebook & charger and continued use without school's consent may be considered unlawful appropriation of property that legally belongs to St. John.

**This form must be completed and returned to your child's school before computer equipment will be loaned to your student. One form per student is required. Please fill out all the information below with an X.**

X Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: Name of Student: \_\_\_\_\_

X Name of Student: \_\_\_\_\_

I am participating in the St. John Chromebook Agreement. I agree to the terms of participation including my responsibility for damage or loss not covered by that agreement. **(Please pay by check to St. John Lutheran School)**

**\$35.00 Technology Fee PER CHILD**

X Date:

X Parent Signature:

X Payment Method:

PLEASE READ THESE ASSURANCES BEFORE SIGNING Computer Damage/Loss Chromebook Agreement Form on the back of this page

Parent Responsibilities	Student Responsibilities	Screen Care
<p>Your son/daughter has been issued a Google Chromebook 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 Google Chromebook 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 Google Chromebook.</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 Google Chromebook battery nightly.</li> <li>• I will make sure my son/daughter brings the Google Chromebook to school every day.</li> <li>• I understand that if my son/daughter comes to school without his/her Chromebook, I may be called to bring it to school.</li> <li>• I agree to make sure that the Google Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from St. John Lutheran School.</li> </ul>	<p>Your Google Chromebook is an important learning tool and is for <b>educational purposes only</b>. In order to take your Google Chromebook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>• When using the Google Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of St. John Lutheran School- especially the Acceptable Use Policy- and abide by all local, state, and federal laws.</li> <li>• I will treat the Google Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>• My Google Chromebook is my responsibility and will stay in my possession at all times.</li> <li>• I will not modify any software on the Google Chromebook.</li> <li>• I will honor my family's values when using the Google Chromebook.</li> <li>• I will not release personal information to strangers when using the Google Chromebook.</li> <li>• I will bring the Google Chromebook 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 Google Chromebook using only the cleaner cloth provided by the district.</li> <li>• I will recharge the Google Chromebook battery each night.</li> <li>• I will return the Google Chromebook when requested and upon my withdrawal from St. John Lutheran School.</li> <li>• End of Year: At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full \$400 replacement cost. The district may also file a report of stolen property.</li> <li>• Transferring/Withdrawing Students: Students who transfer out of or withdraw from St. John must turn in their Chromebooks to their homeroom teacher on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.</li> </ul>	<p><b>The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.</b></p> <ul style="list-style-type: none"> <li>• Do not lean on the top of the Chromebook when it is closed.</li> <li>• Do not put books on top of the Chromebook when the lid is closed.</li> <li>• Do not place anything near the Chromebook that could put pressure on the device.</li> <li>• Do not place anything in between the screen and the keyboard and then close the lid.</li> <li>• Clean the screen with a soft, dry cloth.</li> <li>• Be careful about putting the device in your book bag.</li> </ul> <p><b>Close the lid when carrying the Chromebook. Do not carry the Chromebook by the screen.</b></p> <p><b>Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.</b></p>