

San Lorenzo Valley Unified School District

Long-Term Chromebook Loaner Agreement

Before a Chromebook can be issued, guardians and students are required to read and sign this agreement.

Chromebook Loaner:

This Chromebook is being loaned to an SLVUSD student for academic work. The Chromebook is school property, and must be returned at the end of the school year. If the Chromebook is lost or damaged the parent/guardian or student is responsible for the cost.

Support for Students and Parents/Guardians:

If the student experiences technical difficulties with the equipment supplied by the District, during school hours, students can visit the High School Tech Office located in the SLVHS Administration office. Email assistance can also be used for questions and issues, it@slvusd.org.

Internet Access:

Whether on school property or at home, users must adhere to the [SLVUSD Acceptable Use Agreement](#) while using School District technology and equipment. Students may also be accountable for content accessed and downloaded at home and brought into the school network. Inappropriate, unauthorized, and illegal use of the Internet or district network services and applications may result in the cancellation of privileges and appropriate disciplinary action taken.

Home Internet access is not necessary for an SLVUSD Chromebook. Students can access Google Drive and Email in offline mode. If Internet is present in the student's home, a wireless connection is required. Students are encouraged to be resourceful, and plan accordingly if Internet access is needed to complete an assignment and it is not available at home. Internet access is always available at every school site. There are also several businesses in the valley that have hotspots for access.

In compliance with the Children's Internet Protection Act (CIPA), SLVUSD filters Internet content accessed using the school district network. The district filtering extends to home use via the SLVUSD login and Google Safe Search. Inappropriate content is also filtered on Chromebooks using [OpenDNS Family Shield](#) DNS. Parental supervision is strongly advised while the district equipment is being used at home; current filtering technology remains far from perfect.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. A Chromebook is an expensive piece of equipment. Please carefully read the following information regarding possible damages, repair costs and replacement of equipment:

Damages, Repairs and Replacement:

- Neither the student nor the parent/guardian will be responsible for repairs that are covered by warranty, or are considered routine maintenance. These repairs are to be done at school by our technicians.
- Neither the student nor the parent/guardian shall make repairs or alter the machines.
- If the student's equipment is lost or not returned to the District, either the student or parent/guardian will be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment, either the student or parent/guardian will be responsible for the repair or replacement of the equipment at the following costs. Partial repair costs will be dependent on the make and model of the Chromebook. For more details about a repair cost, please contact the school's Technology Department at it@slvusd.org.

Equipment Replacement Costs

- Chromebook damaged beyond repair: \$200 for a replacement Chromebook
 - Chromebook screen: \$75
 - Chromebook charger: \$25
 - Chromebook key: \$10 each
 - Defaced with stickers, scratches, markings: \$20
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to discipline under the norms of student behavior.
 - In the event that a Chromebook is stolen, users must file a police report of stolen property and provide proof of that along with notification of the stolen Chromebook to the school officials. Parents/guardians and students are still responsible for the replacement cost.

Replacement Chromebooks

- A replacement Chromebook is issued for any Chromebook brought in for repair. One replacement per year is permitted. Beyond the one replacement, the student will have to use in-classroom Chromebooks and not have access to a school Chromebook at home.

- Replacement Chromebooks can be acquired at the school library. Turn-in inoperable Chromebooks and, if eligible, receive a replacement Chromebook. Billing, if applicable, will be mailed home.

Care of Chromebooks:

Students are responsible for the general care of the Chromebooks they have been issued by the District. Chromebooks that are in need of repair or fail to work properly must be returned 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.

The following recommendations are general guidelines for taking care of District Chromebooks, however these recommendations do not limit your liability for the care of District Chromebooks.

General Precautions

- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage Chromebooks must be inserted carefully into the Chromebook.
- Do not put pencils, pens or anything on, or around the keyboard. If an object is left on or around the keyboard area while closing the lid, the screen may crack.
- The Chromebook should not be used or stored near pets.
- The Chromebook should not be used with the power cord plugged in when the cord may pose a tripping hazard.
- The Chromebook must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of the Chromebook.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.
- 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 pinch-grab a Chromebook, screens get cracked this way.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Use only a clean, damp, lint-free cloth to clean the Chromebook's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.

Charging Chromebooks

- Students need to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes.
- If a student does not bring his/her Chromebook to school or his/her Chromebook is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared.

Logging into a Chromebook

- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, the student should change their password immediately and may also contact the IT Department.
- A student must not share his/her login information or protected information with anyone.

Managing and Saving Your Digital Work with a Chromebook

- Student work will be stored in the student's Google Drive and can be accessed by the student from any computer with an Internet connection.
- The district will not be responsible for the loss of any student work.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebook at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
- Classroom and library printers are sometimes made available. Check with your instructor or the librarian.

Backgrounds, Themes and Sound

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Headphones may be used at the discretion of the classroom teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Labels and Keyboards

- All Chromebooks will be labeled with a District identification sticker.
- Labels, both district and manufacturer, must not be modified or tampered with in any way.
- Students may purchase a protective plastic or neoprene cover and apply it to their Chromebook. This cover may be decorated.

- Students may be charged for altering the Chromebook, or altering or removing the District or manufacturer label.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of the Chromebook's operating system that is supported and managed by the District.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update these Chromebooks.

Virus Protection

- There is no need for additional virus protection.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- The student must show respect for themselves and others when interacting online. The student should use appropriate language and use caution with the information, images, and other media and sites that he/she uses online.
 - The student must ensure that the information, images, and materials used online will not put anyone at risk. Students should not publish any personal details, contact details, or a schedule of activities. Students must protect passwords, accounts, and resources.
- The student must show respect to others. The student must not use electronic mediums to antagonize, bully, harass, or stalk others. The student will not visit websites that are degrading to others, pornographic, racist, or inappropriate.
 - The student must report knowledge of any attacks, inappropriate behavior or abuse.
 - The student will make every effort to avoid unacceptable materials and conversations. The student must report any inappropriate materials or conversations of which he/she has knowledge.
- The student must abide by copyright law and fair use guidelines. Student must suitably cite all use of websites, books, media, etc.

Chromebook Loan Form

Agreement for Chromebook Use Outside of Campus

Parent/Guardian signature is required. Please fill out this form and return it to the library. This form will be kept on file and only one agreement is needed per year. The Chromebook is and shall remain the property of SLVUSD and is being loaned to the student for a period of time for educational use. Please keep in mind that by signing this form you are acknowledging the following:

- The student/parent/guardian is financially responsible for the loss, theft, or damage to this equipment and must follow all school rules while using this equipment. Student/parent/guardian will contact the Library as soon as possible to report loss, theft, or damage.
- Internet filtering is limited and parent/guardian supervision for Internet use is strongly advised.
- The student will make every effort to charge the laptop overnight before returning with the Chromebook to school everyday.
- We have read and understand the policies. We understand that monitoring and enforcement of these policies and acceptable/safe use, including Internet practices, of school district property is the students' and parent/guardians' responsibility.

Printed Student Name	Student ID#	Grad Year
Student Signature	Date	
Printed Parent/Guardian Name		
Parent/Guardian Signature	Date	

Individual school Chromebooks and the power charger must be returned to SLVUSD at the end of each school year. Students who graduate early, withdraw, or terminate enrollment at SLVUSD for any other reason must return their Chromebook on the date of termination.