

METAMORA GRADE SCHOOL CHROMEBOOK USAGE AND AGREEMENT FORM

Ownership of the Chromebook

Metamora Grade School retains sole right of possession of Chromebooks issued to students. The Chromebooks are lent to the students for educational purposes only for the duration of remote learning. Moreover, MGS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy (MGS Handbook, p. 25-26) when using their Chromebooks.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their Chromebook to the school office.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any software or applications not provided, approved, or supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of MGS technology or administrative staff. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications, and are given no guarantees that data will be retained or destroyed.

Spare Equipment and Lending

If a student's Chromebook is inoperable, MGS has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. Payment for all other costs related to damage and breakages will be the responsibility of the student. MGS will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

The full replacement cost will be as follows:

Chromebook - \$400

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____