



CHROMEBOOK LOAN AGREEMENT

Please read this Agreement. Sign and return the last page.

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- Dell 3100 Chromebook for students in grades 3-12
 - Dell 3100 2-in-1 Chromebook for students in grades PK-2
 - Chromebook charger
 - Chromebook case

The listed items above are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe working environment.

This equipment is the property of Palmer ISD of Palmer, TX, and is herewith being loaned to the student for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student losing his/her right to use this computer or disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. If the district property is lost, stolen, or damaged while in the borrower's possession, the borrower is responsible for the replacement or repair thereof and the borrower agrees to indemnify the district from any claim occurring during or resulting from borrower's possession or use of the district property, including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to borrower's use of the district property. The borrower may use the district property only for non-commercial purposes, in accordance with the district's policies and rules. Any included software may be used only in accordance with the applicable license and it is the borrower's responsibility to be familiar with and to comply with the provisions of such license. Borrower may not install or utilize any software in connection with borrower's use of the district property other than software owned by the district and made available to the borrower in accordance with this receipt and agreement and the borrower agrees not to make any unauthorized use of or modifications of such software. The district is not responsible for any computer or electronic viruses that may be transferred to or from the borrower's data storage medium and the borrower agrees to use his/her own best efforts to

ensure that the district's property is not damaged or rendered inoperable by any such electronic virus while in the borrower's possession. The borrower acknowledges and agrees that his/her use of the district property is a privilege and that by the borrower's agreement to the terms hereof, the borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair.

Acceptable Use

Palmer ISD is pleased and proud to offer our students access to a Dell 3100 Chromebook. Use of the Palmer ISD wireless network will provide Palmer ISD campuses access to numerous software programs and the Internet for educational purposes. Palmer ISD believes that teaching using 21st century tools will improve the educational opportunities for our students. Internet connection at home will be beneficial to students. The Chromebooks will have many uses at home without Internet access, but a student's ability to get full benefit from their assigned Chromebook will be much greater if they have Internet access. Resources for wireless Internet access in the home:

- www.spectrum.com (855-771-3322)
- www.wi-five.com (469 447-4076)
- www.dish.com/bundles/ (1-888-754-1350)
- risebroadband.com (844-411-RISE)

We hope that you share our excitement of being able to offer the Chromebook as an instructional resource to Palmer ISD students. The impact on teaching and learning will be enormous. Our students will gain access to digital tools, information, and resources and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Chromebook policies and procedures. By signing this Agreement, students and parents/guardians agree to follow these policies and procedures. Students and parents/guardians are encouraged to read and understand these policies and procedures prior to signing this Agreement.

Access to Palmer ISD technology is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to said technology, and may result in more serious disciplinary action(s) and/or financial obligation.

Responsibilities of Stakeholders:

General Care of the Chromebooks

- Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in reach of pets, or using it with food or drink nearby.
- If the Chromebook is damaged or not working properly, it must be turned in to the campus library for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Keep your Chromebook closed when transporting it.
- Do not leave your Chromebook in an unsecured area. This includes an unlocked locker.
- Do not loan the Chromebook to anyone.
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting it.
- Protect the display by carefully closing the lid when moving the Chromebook.
- When transporting their Chromebook to and from school, students should always be sure it is placed in the carrying case, and that the case is fully closed.
- Students are expected to treat their Chromebook with care and respect.
- The Chromebook and case are the property of Palmer ISD and should be kept clean and free of marks at all times. Writing or drawing on, engraving or otherwise defacing the Chromebook or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their Chromebook while walking. Students are strongly encouraged to use Chromebooks on a flat, stable surface, such as a table. Chromebooks are fragile, and if they are dropped they may break.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook, or use their Chromebook near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.

- Students should use care when plugging in any cords, cables, or peripheral devices into their Chromebooks.
- **Chromebooks should be left on the charger any time it is not in use.**
- Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook and possibly a fire.

General use of the Chromebooks and the Palmer ISD Network System

Palmer ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our computers or computer systems:

- Follow the Palmer ISD Acceptable Use Policy when using the Internet at home or at school.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a teacher. They will then go to the campus library for further instructions.
- Do not remove programs or files from the Chromebooks.
- Honor your family's values when using the Internet. Parents/guardians should discuss family values and expectations regarding the use of the Internet at home. While Palmer ISD has the right and ability to filter and view browsing history while off campus, parents/guardians are responsible for supervising their child's use of the Chromebook at home. Do not give out personal information when using the Internet.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by Palmer ISD faculty.
- During school hours, playing games on Chromebooks is not allowed unless the game is directly related to a school assignment or activity, and permission is given from the student's teacher.
- Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted and will not be tolerated.
- Students may access only those files that belong to them or which they are certain they have permission to use.

- Students are expected to follow all copyright laws.
- Files stored within the school computer systems (both Chromebook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on school computer systems.
- Students are expected to only access teacher authorized sites at the appropriate times.
- The Palmer ISD Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material. If you inadvertently access a web site which contains obscene, pornographic, or otherwise offensive material, notify a teacher or an administrator immediately so that such websites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request – it is a responsibility.
- Students should always protect their user account by logging off when not at their Chromebook.
- Each Chromebook is assigned to an individual student. Students should never swap or share their Chromebook with another student.
- Chromebooks should be in a student’s possession or secured at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for saving or backing up their documents.
- Students should never attempt to “hack” into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school supplied software.
- If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police. This information must be conveyed to the Teacher and Campus Librarian at the first opportunity available.
- The students may only use the email account set up by Palmer ISD.

Daily Preparation Tasks

Recharge the Chromebook battery every night. Bring the Chromebook to school every day and have it ready to work at the beginning of each class. Failure to do so will be cause for disciplinary action for coming to class unprepared.

Using the Chromebook for Internet and Email

- Palmer ISD will filter Internet access while on a Palmer ISD-owned device. Any attempt to disable that filter will result in disciplinary consequences.
- Students and parents/guardians understand the Palmer ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is on Palmer ISD-owned devices, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their Chromebooks, are the sole property of the district. The district has the right to review those items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

Consequences of Inappropriate Use

- The use of any district technology is a privilege and not a right. Students are expected to use their Chromebooks in accordance with these policies and procedures, the Palmer ISD Acceptable Use Policy, and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in consequences as determined by the staff and administration of Palmer ISD.

Students who leave the district and fail to check in their Chromebooks and any related equipment will have theft charges filed against them immediately upon the district's knowledge of such an event. The district will prosecute the occurrence to the fullest extent of the law.

Estimated fees for misuse, abuse, or accidents:

- Replacement of device for damage, loss or theft of Dell 3100 --\$230
- Replacement of device for damage, loss or theft of Dell 3100 2-in-1 --\$290
- Repairing broken screen Dell 3100 -- \$40
- Repairing broken screen Dell 3100 2-in-1--\$150
- Body damage – \$40
- Lost, damaged or destroyed power adapter – \$40
- Lost, damaged or destroyed carrying case – \$16
- Asset tag damaged-needing replaced-\$5

Palmer ISD Chromebook Acceptable Use Agreement I have read this parent/guardian and student agreement and understand our responsibilities in the use of the Chromebook, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the 1-to-1 Technology Initiative Palmer ISD is implementing.

Parent/guardian signature

Date

Parent/guardian printed name

Student signature Date

Student printed name

Student ID number