



# EMPLOYEE CHROMEBOOK LOAN AGREEMENT

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

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- Dell 300 2-N-1 Chromebook
  - 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 user for educational purposes for the academic school year or until further notice. The equipment will be returned to the school on a date to be requested or sooner if the user leaves employment with the district 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 teachers access to a Dell 3100 2-N-1 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.

We hope that you share our excitement of being able to offer the Chromebook as an instructional resource to Palmer ISD students and teachers. 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, you agree to follow these policies and procedures. You are encouraged to read and understand these policies and procedures prior to signing this Agreement.

## **Responsibilities of Stakeholders:**

### **General Care of the Chromebooks**

- If the Chromebook is damaged or not working properly, it must be turned in to the campus library for repair or replacement. Users 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.
- Do not loan the Chromebook to anyone.
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting it.
- The Chromebook and case are the property of Palmer ISD and should be kept clean and free of marks.
- You 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.
- Users 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.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Users 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.
  - Users must immediately report theft or damage to Palmer ISD technology.
  - Do not remove programs or files from the Chromebooks.
  - Palmer ISD has the right and ability to filter and view browsing history while on and off campus. You are responsible for supervising use of the Chromebook at home.
- Do not give out personal information when using the Internet.
- Users 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.
  - 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 an administrator immediately so that such websites can be blocked. **This is not a request – it is a responsibility.**

- Users should always protect their user account by logging off when not at their Chromebook.
- Each Chromebook is assigned to an individual. Never swap or share their Chromebook with another user.
- Chromebooks should be in a user's possession or secured at all times.
- Passwords should always be kept confidential.
- Users are responsible for saving or backing up their documents.
- 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, users should immediately report the theft to the local police. This information must be conveyed to a school administrator at the first opportunity available.

### **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.
- Users 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.

**Users 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 –\$290
- Repairing broken screen -- \$150.00
- 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 user agreement and understand my responsibilities in the use of the Chromebook, computer network, Internet, and any other applicable equipment. I also understand all the policy and procedural expectations and obligations related to the 1-to-1 Technology Initiative Palmer ISD is implementing.

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Employee signature

Date

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Employee printed name