

## Student Chromebook Checkout Form

These procedures apply to the use of all Chromebooks owned by Vision Charter School (VCS). Students are expected to follow these procedures when using any Chromebook owned by VCS. All Chromebooks owned by VCS are school property provided to students for a period of time as deemed appropriate by the VCS administration. VCS allows students to use School Chromebooks on or off school property during this extended school closure. VCS Chromebooks are to be used for school-related assignments, research, and communications ONLY. Students will act in accordance with applicable Board Policy, when using the School's Chromebook computers, electronic devices and accessories.

Students must comply with and agree to the following conditions prior to being issued a Chromebook:

- Prior to being issued one of Vision Charter's Chromebooks students sign the Student Chromebook Checkout Form and agrees to all outlined procedures.
- Student must NOT attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student member without prior consultation with the IT Director of Vision Charter School
- Students are expected to prevent damage and theft to all school electronic equipment assigned to them.
- Student are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned school electronic devices.
- Student will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Student must provide access to any equipment and/or accessories they have been assigned upon the School's request.

### Suggested Precautions for General Chromebook Use

- Do not place drinks or food in close proximity to your Chromebook.
- Extreme temperatures or sudden changes in temperature can damage a Chromebook. Do not leave your Chromebook in a vehicle.
- When using your Chromebook, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using a Chromebook directly on a bed can cause damage due to overheating.
- When charging a Chromebook always keep it plugged into a surge protector.

Suggestions on How to Avoid Chromebook Computer Theft The size and portability of Chromebook computers and many electronic devices make them especially vulnerable to theft. Below are some tips on protecting a Chromebook and other electronic equipment from being stolen:

- Do not leave a Chromebook or any electronic equipment in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your Chromebook/electronic equipment with you when you leave a meeting or conference room, do not leave it unattended.
- Never check a Chromebook or electronic equipment as luggage at the airport.

- Lock the Chromebook/electronic equipment in your office, classroom, cabinet or desk during off-hours when possible.
- If a theft does occur, immediately notify Vision Charter School Technology Director at [jeffolson@visioncsd.org](mailto:jeffolson@visioncsd.org) .

The School reserves the right to update and/or modify these procedures at any time. Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.

- I understand that all Chromebook computers, electronic devices, equipment and/or accessories Vision Charter School has provided to my student are the property of the VCS.
- I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior consultation with the Office of Technology.
- I agree to return the equipment, assigned to me, to the Vision Charter School in the same condition in which it was provided to my student (excluding normal wear and tear) upon my departure from the VCS.
- I understand that I am personally and monetarily responsible for any damage to or loss of any Chromebook computer, electronic devices and/or related equipment and accessories assigned to my student due to intentional vandalism or negligence.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my student’s use of the School’s Chromebook computers, equipment and /or accessories. I also understand any violation of the terms of this agreement may subject me to disciplinary action.

**I understand that I am responsible for the cost to repair or the full replacement cost of the device which is \$185 should it get broken, stolen or lost.**

Parent signature signifies an understanding that school technology is capable of being monitored by the school, can be monitored at any time by the school, the student can be held accountable for all actions and activities while using the school computer and school email address; however, ALL liability for monitoring while checked out and being used at home is the responsibility of the student’s parents.

\*\*After joining the device to WIFI, login using school issued login and password

All filter restrictions are still in place off-campus.

Parent/Guardian (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment/Item(s) To be completed by School**

**Model:**

**Serial:**

**The signed version of this document will be retained by the school.**