

SPS Take-home Chromebook Agreement

The following information refers to the use of an individual student computing Chromebook. Students are also required to follow all of the guidelines outlined in the Sturgis Public School's current "Technology Acceptable Use Policy". Please refer to the Sturgis Public School's website for the most up-to-date information.

Care and Maintenance of the Chromebook:

1. Do not attempt to gain access to the internal electronics to repair your Chromebook. If your device fails to work or is damaged, report the problem to the school's main office as soon as possible. Chromebook repair/replacement options will be determined by administration. You may be issued a temporary Chromebook or other materials until your device is working properly or replaced.
2. Never leave your Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
5. While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Your Chromebook comes with a case. The role of the case is to protect the device, especially while the Chromebook is being transported. You are required to keep the Chromebook in its case at all times.
7. Avoid placing weight on the Chromebook
8. Never throw or slide the Chromebook
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
10. Each Chromebook has a unique identification number and inventory tag and at no time should the numbers or labels be modified or removed.
11. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual.

12. The Chromebook is an electronic Chromebook and care must be exercised when handling it. Never throw a book bag that contains a Chromebook. Never place the Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
13. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Chromebooks can and should be charged at home.
14. The Chromebook must remain free of stickers, writing, painting, or any other forms of adornment.
15. In the event that the Chromebook is stolen, the student should immediately notify the school administrator. The filing of a police report by the parent may be advised at that time.
16. Students who un-enroll from Sturgis Public Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

Cost of Chromebook and accessories:

1. The replacement cost of the Chromebook is approximately \$275 and includes the Chromebook, case and charger.
2. When a Chromebook needs repaired, the student/parent will be responsible for a \$50 deductible. If the damage is caused by student negligence or willful destruction, the student/parent may be charged the full replacement cost of the Chromebook.
3. Any damage that occurs while the Chromebook is out of the case will be the full responsibility of the student.
4. It is the student/parents responsibility to cover the cost of district issued accessories in the event of theft, loss or damage due to abuse or misuse. Cost for accessory replacement includes, but is not limited to:
 - a. Powercharger and Cable (\$25)
 - b. Case (\$25)

Distribution of Chromebooks:

1. Each student will receive a Chromebook formatted by Sturgis Public Schools. It is assumed that the Chromebook the student receives is in perfect condition unless staff is notified at the time of issue.
2. A parent/guardian may choose not to have their child participate in the Chromebook take home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able

to take the Chromebook home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to an area designated by the Building Principal on a daily basis. Sturgis Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.

3. Chromebooks will be distributed after a student has enrolled at Sturgis High School and collected at the end of the Senior year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action.

Student Use of the Chromebook:

1. The Chromebook is the property of Sturgis Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. The Chromebook comes equipped with a camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their Chromebook to school fully charged every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.
4. Students that are not on teacher checkout may be allowed to take the Chromebook home for the summer. All Chromebook rules in effect during the year will also apply for summer use. Any student that is on any type of Chromebook restriction will not be allowed to take the Chromebook home for the summer.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weap-ons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

Chromebook Parent/Student Take Home Agreement

A parent and student must sign this agreement prior to the student being issued a Chromebook.

Signature of this document indicates your willingness to abide by the guidelines set forth in this document. Failure to sign and check yes on this agreement will result in your student not being allowed to participate in the Chromebook take home program. All guidelines set forth in this document apply both at school and at home. Failure to abide by these guidelines may result in student discipline and/or losing the privilege to take the Chromebook off school property.

Participation in the Chromebook take home program is voluntary, but is recommended for your student to take full advantage of all the opportunities the Chromebook will present. If you choose not to participate your student will be required to keep their Chromebook in a designated location at school when school is not in session.

_____ Yes, we will participate in the Chromebook take home program, and agree to abide by all Chromebook guidelines and conditions set by Sturgis Public Schools.

_____ No, we choose not to participate in the Chromebook take home program, and understand that our student will not be allowed to take the Chromebook home. We realize that this will limit our student's ability to fully participate in this program and will put them at a disadvantage in their classes.

Student Name _____

Student Address _____

Parent Phone _____

Parent Signature _____

Student Signature _____