

Woodstock Community Unit School District 200

Chromebook Loan Agreement 2015-16

One Chromebook, Charger, and Case are being loaned to your student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is kept in a safe environment.

This equipment is, and at all times remains, the property of Woodstock Community Unit School District 200 [WCUSD 200] and is being lent to the Student for educational purposes.

Students may not deface or destroy this property in any way. The equipment will be returned to the school when requested by WCUSD 200.

All equipment must be returned when the Student withdraws from WCUSD 200. Failure to do so will result in the full replacement cost being charged to the student. In addition, the new school will be informed that the student left the district not in good standing.

The District Property may be used by Student only for non-commercial purposes, in accordance with the District's policies and rules, the District's Acceptable Use Policy for Electronic Networks, as well as, local, state, and federal statutes.

Student may **not** install or use any software other than software owned or approved by the District and made available to Student in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook and on any school-owned computer.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are **not** to be removed or modified. If they become damaged or missing, contact your homeroom teacher for a replacement. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

Illinois statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook is \$198.50. The Student acknowledges and agrees that his/her use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by WCUSD 200. If the device is not returned, the student will pay to have the Chromebook replaced.

Please initial on the proper line below to show that you have read all of the information on this page.

Parent

Student

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> ● I will supervise my son's/daughter's use of the Chromebook while at home. ● I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet. ● I will not attempt to repair the Chromebook. ● I will report to the school any problems with the Chromebook. ● I will make sure that my son/daughter recharges the Chromebook battery nightly. ● I will make sure my son/daughter brings the Chromebook to school every day. ● I agree to return the Chromebook to the school when requested and upon my son's/daughter's withdrawal from WCUSD 200. 	<p>Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> ● When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of WCUSD 200 - especially the Acceptable Use Policy - and abide by all local, state, and federal laws. ● I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. ● My Chromebook is my responsibility and will stay in my possession at all times. ● I will not modify or add any software on the Chromebook. ● I will honor my family's values when using the Chromebook. ● I will not release personal information to strangers when using the Chromebook. ● I will bring the Chromebook to school every day. ● I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. ● I will clean my Chromebook with a soft, clean, cloth. I will not use window cleaner or any type of liquid on the Chromebook. ● I will recharge the Chromebook battery each night. ● I will return the Chromebook when requested and upon my withdrawal from WCUSD 200. ● I will always place the Chromebook in its protective case when not in use and when it is being moved.

Please initial on the proper line below to show that you have read all of the information on this page.

Parent

Student

Internet and Online Safety Resources:

There are numerous quality resources for parents to start discussions about online safety and digital citizenship with their children. The District encourages parents to closely monitor their child's online activities. Students should provide their student login credentials to all the district systems to their parents. Please see the 1:1 Technology page on your school's website for a list of excellent resources for parents and students.

Google Apps for Education:

Students in the Woodstock Community Unit School District use [Google Apps Education Edition](#) for their "productivity" and "creativity" tool. Google Apps Education Edition includes Word Processing, Presentations, Spreadsheets, and other online apps to enhance learning.

It is a **non-negotiable** expectation that students share their USERID and PASSWORD with their Parents/ Guardians. Parents can and should access their students Google Apps Account to see "what's going on at school". [Click Here To Login to your Student Google Apps Account](#)

Chromebook Care and Handling

General Handling

The Chromebook is fun to use and a great tool for learning, but it is not a toy. Remember, it is still a computer and, as such, it must be handled with care. There are several things you can do to make your Chromebook last longer and offer you a trouble-free and rewarding learning experience.

Care

One of the best features of your Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting your Chromebook, there are a few simple things you can do to protect it.

- ❖ When you put your Chromebook in your protective case, remember it is there. Don't throw the protective case on the floor, use it as a backrest on the bus, cram it in your backpack, etc.
- ❖ Place it in its protective case when you're not using it. It is especially important that your Chromebook be in the protective case whenever you're moving it from one location to another.
- ❖ Keep your Chromebook dry, and protect it from rain and snow and any liquid.

- ❖ Do not eat or drink near where you are using your Chromebook.
- ❖ Close the lid of your Chromebook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the Chromebook with the lid open also makes it more difficult to handle. Always use two hands when handling your Chromebook.
- ❖ Remember, it is fun to use, but it is a computer.
- ❖ Close your Chromebook carefully – from the center of the screen – don't slam it shut!
- ❖ Do not use your Chromebook as a folder to store papers.
- ❖ Use your Chromebook on a flat, hard, stable surface.
- ❖ Do not insert things, especially metal objects, into the openings of your Chromebook .
- ❖ Plug in your Chromebook when you get home from school so that your battery is fully charged for the next day.

Cleaning

- ❖ Wipe surfaces lightly with a clean, soft cloth.
- ❖ Do NOT use water or other cleaning solutions on your Chromebook.
- ❖ To keep the screen clean, do not touch the screen with your fingers.

Power Cable

- ❖ The Power Cable should be lined up straight with the connector when inserting and removing.
- ❖ Be careful not to jerk / pull / twist your Chromebook around when the cables are attached.

I have read the Chromebook Loan Agreement, Assurances, Acceptable Use Policy, and the content on Internet Safety and Chromebook Handling.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____