

Student Name	
Asset Tag Number	
Accessory Tag Number	
Date Distributed (by whom)	()
Student Login	
Student Password	
Student Email	



Name of person
picking up the device

Parent/Guardian/Student Responsible Device Use Policy

Willful and deliberate damages to the computers will cause Alcoa City Schools to charge the student/parent the full cost of the replacement or repairs of the computer. Such cases will be considered vandalism and may be turned over to the Alcoa Police Department. Willful or deliberate damages may include, but are not limited to, the following:

- Damage as a result of willful intent. Willful damage will be considered vandalism. (ie: keys are pulled off the keyboard, initials carved into the laptop case, etc).
- Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly. i.e. Drop Damage).
- Damage caused by use with products not distributed by Alcoa City Schools.
- Damage resulting in a broken screen.
- Damage as a result of a pet.
- Damage as a result of the violation of the RUP (i.e. involving food, drink or other liquid on or near the laptop).
- Damage caused by operating the product outside the permitted or intended uses described by Alcoa City Schools.
- Damage caused by service performed by anyone who is not a representative of Alcoa City Schools Technology Department.
- Damage to a part or product that has been modified to alter functionality or capability without the written permission of Alcoa City Schools.
- Damage that is cosmetic, including, but not limited to scratches, dents, and cracks in the case, that does not otherwise affect functionality or materially impair laptop use.
- Any issue when the Alcoa City Schools Asset Tag has been removed.
- Loaning your laptop or charger to another student.
- Leaving the laptop or charger unattended.

ALL damage incidents will be investigated by school administration and technology staff. **Loss or damage may result in loss of Chromebook use privileges.** Damage that does not affect the functionality of the machine will be documented, but may not be repaired until deemed necessary by the technology staff.

Charges for Loss/Damage

- **Lost Chromebook: \$150-\$300 depending on model.**
- **Repair costs depend on extent of damage and type of machine. (Example, cracked screens: \$50 to \$180)**
- **Lost Charger: \$20 - \$30.**

This is a 2-page contract. Contract continues on next page

Student/Parent Contract

Student Pledge for Chromebook Use

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it in the case provided.
- I will use my Chromebook in ways that are appropriate, meet Alcoa City School district expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number/asset tag Chromebook sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Alcoa City Schools.
- I will be a proactive digital citizen when using my Chromebook.
- I will follow the policies outlined in this *Handbook* while at school, as well as outside the school day.

Parent Pledge for Chromebook Use

- I will discuss the Student Pledge with my child.
- I understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by administration.
- I understand my responsibilities with respect to the care and maintenance of the Chromebook
- I understand that students may take Chromebooks home in the evenings for school related use; however, I understand that students must have Chromebooks in school everyday.
- I understand that students must return Chromebooks at the end of the school year in the condition it was received.
- I understand that I must report any problems or damage to the Chromebook to the school.
- I understand that the school reserves the right to conduct unannounced inspections of student Chromebooks.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, case and power cords in good working condition.
- I understand that the use of the Chromebook is subject to all applicable District policies and regulations, as well any applicable provisions of the Student Handbook and any individual building policies and procedures.

Individual school Chromebook computers and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts, report cards, and diplomas. Theft charges may also be filed.

I/We agree to the Device Use Policy above, and in the district's Acceptable Use Policy (AUP) for using district technology devices and resources. Both documents available at www.alcoaschools.net under the "Families" link.

Student Name (Please Print): _____

Parent/Guardian Name (Please Print): _____
(Name of the parent/guardian picking up the device)

Parent Signature: _____ Date: _____

Parent/Guardian should retain a copy of this document.