

AGREEMENT FOR OFF-CAMPUS CHROMEBOOK USE

_____ (STUDENT) and
Print Student Name

_____ (PARENT/GUARDIAN),
Print Parent Name

In exchange for the William Penn School District (“District”) allowing the Student to use and possess a District-owned Chromebook off-campus, or any loaner or replacement Chromebook provided at the discretion of the District, we agree to the following:

1. The Student and Parent/Guardian understand and agree the Chromebook, and charger are the property of the William Penn School District and the Student has no right to alter, install or remove any hardware or software on the Chromebook.
2. Student and Parent/Guardian acknowledge receipt of School Board Policy No. 815: Acceptable Use of the Internet and School Board Policy No. 224: School Property, and understand and agree to abide by the procedures and rules set forth in these Policies as well as this Agreement.
3. Student is not required to use the Chromebook off campus and does so at his/her own discretion. However, in return for the District permitting the Student to take the Chromebook off-campus, the Parent/Guardian agrees to pay the District Technology Fee prior to the start of the school year. The Fee is \$40 per Student, capped at \$100 per family in same household. The student is responsible for \$100 deductible for damage and a \$250 deductible for theft or loss. The deductible will be charged for each covered incident and is in addition to the Technology Fee payment. Parent/Guardian may not substitute homeowner or other personal insurance for District Technology Fee. The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the Chromebook or the computer’s accessories while it is in the possession, custody or control of the Student. The District reserves the right for final determination of all claims.

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4. In some instances it may be necessary for a District Computer Technician to access the Chromebook remotely to resolve a technical problem. If this is necessary, an attempt will be made to inform the Student in advance of the access. The attempt to contact and the access will be logged by the District Computer Technician along with the time, date and duration of the access. The Student will not be notified prior to remote software or configuration changes sent out to all Chromebooks.
5. The Student will not permit individuals other than District personnel to access the Chromebook. The Student must follow all copyright laws. The Student agrees not to use or allow the Chromebook to be used for any illegal reasons or reasons prohibited by School Board Policy No. 815: Acceptable Use of Technology and the Internet.
6. The Student and Parent/Guardian agree the Chromebook is deemed the responsibility of the Student from the time the Student receives the Chromebook until the time the Chromebook is returned to a designated school representative. If the Chromebook is lost or stolen, the Parent/Guardian and Student must immediately notify the High School Administration of the incident along with all relevant details no later than the next school day after the occurrence. In addition, a police report must be filed by the Student or Parent/Guardian within 48 hours of the occurrence. Upon receipt of notice that a Chromebook is missing or stolen, the Parent/Guardian and Student acknowledge that the District may use Internet Protocol tracking to locate the computer, but only until the Chromebook is actually located by the District or until Parent/Guardian or Student provide written notification that the Chromebook is no longer missing.
7. Student and Parent/Guardian understand and agree they are not to attempt any repairs on the Chromebook and that damaged Chromebooks must be returned to the Computer Hub for repair/service.
8. In the event the Chromebook is lost, damaged or stolen while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the cost to repair or replace the Chromebook. If the District Technology Fee was paid, then Student and Parent/Guardian shall only be responsible for the deductible costs as listed.
9. The Student understands and agrees that at the end of the school year or upon request from any school official, the Chromebook will be returned to the District in the same condition the Chromebook was originally provided, except for normal wear and tear as determined by the District. Any failure to return the Chromebook to the District in a timely manner or the continued use of the Chromebook for non-school purposes without the District's written consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the Chromebook or its value.

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10. Student and Parent/Guardian understand and consent that the District may view Student files stored on the Chromebook under the following circumstances:
 - a. After the Chromebook has been returned by the Student to the District at the end of the school year or any other time the Student is required to permanently return the Chromebook and has prior notice and adequate opportunity to remove files;
 - b. If the District has reasonable suspicion the Student is violating the law, or District rules or policies, an Administrator may take custody of the Chromebook and review Student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the Student violated the law, school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will the District access the Chromebook remotely for the purpose of reviewing Student files. Parent/Guardian will be notified if the Chromebook is accessed under reasonable suspicion. The District will, however, monitor Internet activity through on-campus Internet connections pursuant to School Board Policy No. 815: Acceptable Use of Technology and the Internet;
 - c. Teachers and other school personnel may provide assistance to the student in locating files in the presence of and at the request of the Student; and
 - d. If Student requests a District Computer Technician access Student's Chromebook remotely to resolve a technical problem.
11. Student and Parent/Guardian understand and agree if the District determines the Student failed to adequately care for the Chromebook or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the Chromebook outside of school or even the use of the computer at all and the District may immediately repossess the Chromebook. If the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. Parent/guardian will be notified if the student fails to adequately care for the Chromebook or violates District rules, policies, or this Agreement.
12. Students are responsible for completing all schoolwork locally on the Chromebook. Google documents are automatically saved to the student's Google Drive. The District assumes no responsibility for lost work due to computer issues such as a hard drive crash.

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13. The District will not be responsible for unauthorized financial obligations incurred by students through the use of the Chromebook.

Parent/Guardian Signature: _____

Print Name: _____

Address: _____

Telephone: _____

Email Contact: _____

Student Signature: _____

Print Name: _____

Address: _____

Telephone: _____

Email Contact: _____

FOR OFFICE USE:

Payment was made for Chromebook Insurance on ____/____/20__.

CHECK # _____