

Serial Number: \_\_\_\_\_ Chromebook # \_\_\_\_\_



**SAHUARITA UNIFIED SCHOOL DISTRICT**  
Chromebook Distribution Device Agreement

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ FirstName \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Number: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, agree to the following

(print parent/guardian's first/last name)

- I have read the Acceptable Use Policy. I will follow all the policies and procedures. I will hold my child accountable to these policies.
- I understand that this Chromebook is designated for educational purposes and, therefore, my child's violations of this agreement may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter cord, keyboard, and accessories due to accident, neglect, or intent. Furthermore, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement up to \$500.
- I understand that the Chromebooks are district-owned devices and all content stores on the Chromebook are subject to review at any time.
- I understand that if my students fail to return the Chromebook, I will pay the replacement cost of the Chromebook, power adapter, cord, keyboard, and accessories provided by the district.



# SAHUARITA DIGITAL PATHWAYS ACADEMY

## OVERVIEW OF SDPA CHROMEBOOK USE

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

Students are allowed to set up access to home wireless networks on their Chromebooks.

Students are encouraged to use their Chromebooks at home. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.

The district provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home.

## GENERAL INFORMATION/GETTING STARTED

### Receiving Your Chromebook

Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook.

You should purchase an extra protective sleeve or carrying case as it will protect the Chromebook from accidental damage (own responsibility/expense).

Damages that result from abuse or neglect are the responsibility of the student and are subject to fees. The fee for a lost Chromebook will be the total replacement cost of the device. These fees will be posted to your SUSD student account if not paid before the end of the school year.

### Returning Your Chromebook

EOY return dates/times will be scheduled and mandatory confirmation is required, as well as rescheduling. Students withdrawing from SDPA must return their Chromebook, and all district-purchased accessories to the administrative office on their last day of attendance, or a date, and place, and be determined by the school administration. If there is evidence of abuse, neglect, or intentional damage upon inspection of the device, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.

Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

## **CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK**

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be immediately reported to Elsa Morales (emorales@sahuarita.net).

### **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.**

#### **General Care and Precautions**

- Chromebook batteries must be fully charged before the start of each school day. Do not remove the identification from the Chromebook.
- Vents should not be covered. Cords, cables, and removable storage devices must be inserted/removed carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard or damage to the charging port of the Chromebook.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against walls, desks, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the SDPA.

#### **Chromebook Screen Care**

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

## REPAIRS & FEES

### Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to Elsa Morales by emailing emorales@sahuarita.net. This includes but is not limited to Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc. (we do not support personal devices).
- If deemed necessary, a replacement will be issued if there is one available.
- The Technology Office will document the issue and collect the device for repair.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Parent/Guardian will be responsible to pay for Chromebook if the charging port is damaged, the device will NEED to be replaced. Only the keyboard, touchpad, or screen are replaceable.
- The school reserves the right to refuse to provide or reissue a Chromebook for repeated or intentional damages and may incur additional charges.

### **Please Note:**

#### Fees/Fines

Fines will be imposed as the circumstances may warrant at the discretion of the district. Estimated costs/fees are listed below and are subject to change. There will be no prorated pricing if the Chromebook is damaged.

## PARENT/GUARDIAN RESPONSIBILITIES

Before a device can be issued to parents/guardians must:

- **Provide a valid ID Card or Driver's License. A copy will be taken when picking up the device.**

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is damaged, or lost, because of negligence.

Parents share the responsibility to provide a safe environment for students to use their Chromebooks at home for school assignments. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- Set rules for students to use at home.
- Allow use in common areas of the home where student use can easily be monitored.
- Demonstrate a genuine interest in student's use of devices.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- Monitor working conditions or devices to ensure proper care maintenance.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_