Parent/ Student Chromebook Contract
Chromebook Checkout Policies and Procedures

Mount Zion Middle School provides a one-to-one learning environment for students. All students will receive Chromebooks for use at school and home. Please take a moment to read over the following policies and make sure you understand the responsibilities in regards to acceptable Chromebook usage. It is highly recommended that students carry Chromebooks in a sturdy book bag or laptop case to better protect it.
Students and parents/guardians must sign this contract in order for students to be issued a Chromebook.

1. All use of the school Chromebooks must be for educational purposes. Students must abide by the acceptable use policy found in its entirety in the Carroll County School Student Handbook. Chromebook use will be monitored by teachers during class time. Inappropriate use will result in Chromebook use being suspended for a period of time or possibly permanently.

2. Students assume full responsibility for the device during the school day. Any intentional or unintentional damage will be the responsibility of the student and parents. Common damage and costs for repairs include:
   A. Screen damage = $65.00
   B. Keyboard replacement (we cannot order keys anymore. Damage/missing keys results in the whole keyboard being replaced) = $100.00
   C. Total replacement of Chromebook = $285..00
   D. Replacement Charger=$30.00

Damage can be avoided by following these simple rules:
   ➢ Do not loan your assigned Chromebook to another student during class.
   ➢ Do not leave your assigned Chromebook unattended.
   ➢ Do not eat or drink while using your Chromebook. A Chromebook should not be in close proximity to any food or drink.
   ➢ Do not place the Chromebook on the floor or in sitting areas such as in desks or chairs.
   ➢ Do not leave the Chromebook near the edges of a table or desk.
   ➢ Do not run in the hallway while carrying the Chromebook.
   ➢ Do not have your Chromebooks open as you are moving from class to class.
   ➢ Do not carry your Chromebook by holding the screen.

3. Students assume full responsibility for reporting device problems, breakage, damage, loss, or theft immediately to their teacher.
4. Students are not allowed to deface the Chromebook in any way with writing, stickers, etc.
5. Students are not allowed to download or install any programs, files, images, etc. onto their Chromebooks.
6. Students are not allowed to tamper with the settings on their Chromebook or destroy files downloaded by the school district.
7. Students are not allowed to override, bypass, or change the CCS Internet filter settings.
8. Students are not allowed to be on unauthorized sites. The Chromebook will be checked frequently for misuse.
9. Students are not allowed to connect any personal devices to the Chromebook including, but not limited

to: personal speakers, USB devices, headphones, etc. unless specifically authorized by the teacher.

10. Students are not allowed to trade Chromebooks with other students, or loan Chromebooks to other students.
11. Identifying stickers, serial numbers, or tags should not be removed from the Chromebook at any time.
12. Failure to utilize Chromebooks properly will result in a loss of technology privileges. Students will have their Chromebooks taken up and will have to complete assignments on paper.
13. Students will take Chromebooks home daily. Chromebooks should be brought to school fully charged each day. Students should leave chargers at home to prevent loss or damage to the charger.

I have read the Chromebook policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my loss of Chromebook privileges.

USER NAME (please print)   SCHOOL:

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USER SIGNATURE :   DATE:

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I have read the Chromebook policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my child not having future access to a Chromebook for use.

PARENT/GUARDIAN SIGNATURE :   DATE:

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