



Louisville Municipal School District

Chromebook Care Policy

The Chromebook is school property and all users will follow this policy and the Louisville Municipal School District acceptable use policy for technology. Chromebooks will be distributed to students for use during the school day. Parents and students must sign and return this Chromebook Care Policy and accept all of the terms in this policy before a Chromebook can be issued to their child. In the event of a school shut-down or extended closure, Chromebooks may be sent home with students who have access to high-speed internet and are capable of completing virtual assignments. All terms of this policy apply LMSD Chromebooks both on campus and off campus.

General Precautions:

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never carry Chromebook while the screen is open.
- Never shove or wedge into a book bag as this could break the screen. (Put this under Screen care also.)
- Chromebook batteries must be charged daily.
- Only labels or stickers approved by the Louisville Municipal District may be applied to the device.
- Students may be selected at random to provide their Chromebook for inspection for the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.
- Do not clean or disinfect the Chromebook with wet wipes or other wet materials. This may affect the function of the screen and/or keyboard.

Chromebook Damage and repair, Lost, Stolen

1. Chromebooks that malfunction or are damaged must be reported to the administration immediately. The school district will be responsible for repairing Chromebooks that malfunction.
2. Chromebooks that have been damaged from student misuse, neglect, or are intentionally damaged will be repaired and the student will be held responsible. Students/Parents/Guardians will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
3. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
4. Chromebooks that are stolen must be reported immediately to the school administration. Stolen Chromebooks will be immediately locked from use in the event of theft or loss.

Item Replacement Cost

- Chromebook (includes device & management software) price based on current replacement cost
- Charger/Power Adapter \$20
- Screen \$60
- Keyboard/Touchpad \$50
- Case (if applicable) \$50



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Parents must sign the following agreement:

1. I realize that my child is responsible for the safekeeping of the Chromebook that is assigned to him/her.
2. I agree to all of the fees disclosed in this policy and my responsibility to pay for any damages to the Chromebook while it is in my student's care.
3. I agree to monitor my child's participation and keep up with all grades, including virtual assignments via ActiveParent.
4. I agree to all the terms and procedures in this policy.

Student Name _____

Parent Name _____

Parent Signature_____

Date_____

Asset Number of Assigned Chromebook
