

**Dallas School District
Chromebook Program
One to One Loan Agreement for Students/Parents/Guardians**

If you wish to offer your consent to this agreement, please sign and complete the form below. Completion of these forms is a requirement for participation in the Chromebook One to One Take Home Program. Both the student and the parent/guardian must sign the form below.

Acceptable Use of Technology and Equipment Agreement for Student and Parent/Guardian

Parent/Guardian Technology Loan and User agreement

As Parent/Legal Guardian, I acknowledge that I have read, understand and agree to everything set forth in the "Loan Agreement for Student/Parents/Guardians", pertaining to the Chromebook One to One Loan Program, and agree to and will abide by everything set forth in that document. I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my student to follow when selecting, sharing or exploring information and media.

Parent/Guardian Signature: _____ **Date:** _____

As a student of Dallas, I acknowledge that I have read, understand and agree to everything set forth in the "Loan Agreement for Student/Parents/Guardians", pertaining to the Chromebook One to One Loan Program, and agree to and will abide by everything set forth in that document. I further understand and agree that any violation of these regulations may result in the loss of tech privileges and school disciplinary and/or legal action. I also acknowledge that I have received the indicated equipment listed below.

Student Signature: _____ **Date:** _____

<i>For Office Personnel Use Only</i>	
<i>Chromebook Serial Number:</i>	
<i>DSD STAFF SIGNATURE</i>	<i>DATE:</i>

Dallas School District Chromebook Procedures and Information

Chromebooks will be distributed to students at the beginning of each year after the Dallas **TECHNOLOGY ACCEPTABLE USE POLICY ACKNOWLEDGEMENT FORM** has been signed.

REPLACEMENT FEES FOR LOST/DAMAGED ITEMS:

Students are provided a Chromebook free of charge from the Dallas School District to use as an educational tool. However, students are responsible for keeping their assigned Chromebook in working condition. If their Chromebook or related Chromebook materials become lost or broken, a replacement fee may be charged.

The Technology Department will assess and charge repairs/damage to Chromebooks throughout the school year. When Chromebooks are returned to the district, replacement fees may be charged for damages beyond “normal wear.” Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord, or damage that impedes the use of the Chromebook will be charged. All replacement fees assessed will be charged to your child’s account. A letter notifying of the replacement fee will be sent home.

Chromebooks and Chromebook chargers are issued according to the barcode number and corresponding serial number. Therefore, students must return the same Chromebook and charger that was issued to them. The barcode numbers should match. If another student uses your child’s Chromebook and it becomes lost or damaged, your child is still responsible for the damage. Fees rolled over from previous school years will still be on your child’s account and need to be paid.

Chromebook Repair & Replacement Fees

Chromebook Screen	\$50.00	Chromebook Bezel	\$25.00
Hinge Repair	\$25.00	Chromebook Base	\$25.00
Keyboard Repair	\$35.00	Chromebook Port	\$10.00
Charging Pack/Cord	\$25.00		

Replacement cost for Chromebooks that have been lost/not returned/or damaged beyond repair will be based upon the age of the device, approximately \$100.00 - \$250.00.

CHROMEBOOKS UNDER REPAIR:

When a student's Chromebook is in for repair, they will be issued a loaner Chromebook from the Main Office or Technology Department located at the High School until their device is repaired. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

LOST OR STOLEN CHROMEBOOK:

To replace a lost or stolen Chromebook/Cords, a police report must be filed. The replacement will be provided at no cost.

RECEIVING YOUR CHROMEBOOK:

All new students will be assigned a Chromebook the first day of school. Kindergarten to Grade 2 will leave their Chromebooks in the charging cart in their classroom, but have the option to take it home when needed. Grades 3-12 will keep the Chromebook with them and take it home everyday.

RETURNING YOUR CHROMEBOOK:

All Chromebooks and accessories will be returned when a student withdraws from the District or graduates. Students will retain the same Chromebook during their time at school and will be upgraded to a newer model at the School District's discretion. If the Chromebook issued to the student is not returned, law enforcement will be notified and the Chromebook will be considered stolen property. The same equipment with the correct barcode that was issued at the start of the year must be returned.

TAKING CARE OF YOUR CHROMEBOOK:

Care of the Chromebook is the responsibility of the student. In the event that your Chromebook gets broken or fails to work properly, please immediately bring it to your school's Main Office or Technology Department for repair. Do not take District owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions:

- Do not use food or drink near your Chromebook.
- Exercise care when inserting and removing all cords, cables, and accessories.
- Do not leave the power cord plugged in while transporting your Chromebook.
- Do not carry your Chromebook by the screen or with the screen open or by the corner of the Chromebook.
- Do not write or draw on your Chromebook.

- Do not place additional stickers or other adhesives to your Chromebook or any other accessories.
- Keep the Chromebook secured at all times.
- When a Chromebook won't be used for a period of time, students should log out of their account for security purposes.
- Do not leave your Chromebook in an area that could become very warm or very cold.
- To protect against theft or damage, do not leave the Chromebook in an area that is not supervised. If an unsupervised Chromebook is found, turn it into the Main Office or the Technology Department immediately. Unsupervised Chromebooks will be collected by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- When students are not using their Chromebook, they should store them in a secure classroom designated by a teacher.
- Chromebooks will have Dallas School District identification. It should not be removed or altered.

Screen Care:

- Don't put pressure on the top of the Chromebook—even if the lid is closed. This includes pointing at items on the screen with a pen/pencil, leaning on a closed Chromebook with your elbow, and placing items on top of the Chromebook.
- Close the screen when storing your Chromebook.
- Do not store the Chromebook in a case or backpack with items that will put pressure on the screen.
- Do not touch the screen with anything that might put a mark or scratch on it.
- Keep everything off the keyboard when closing the lid.
- There will be cleaning stations and supplies available at school. To prevent damage, cleaning of screens should only be done at school with the provided cleaning solution.

USING YOUR CHROMEBOOK AT SCHOOL:

- It is expected that Chromebooks will be fully charged every day.
- Because Chromebooks are District owned machines to be used for educational purposes, they will be monitored at school or at home.
- If the student's Chromebook is missing or in repair, they will be issued a used Chromebook from the Main Office if they are available. These extra Chromebooks will not be allowed to be taken home. They will be required to be returned to the building's Main Office each day.

BACKGROUNDS AND PASSWORD:

- All screensavers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Students must keep their passwords confidential.

ACCOUNT ACCESS:

In order to gain access to the District network, students should log in with their Dallas School District account. Students should only use their account. **Use of another student's account is prohibited under the District Acceptable Use Policy.**

SOUND:

Students should keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students will be expected to have headphones or earbuds to use when sound is necessary for instructional purposes.

PRINTING:

Printing will not be allowed from Chromebooks. Students are to send documents electronically to their teachers to avoid unnecessary printing.

SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK:

- Students need to save all files to the Google account in the cloud instead of locally on the device to ensure they will have access and that the files are not deleted if the Chromebook is in need of repair.
- If a student will be graduating or leaving the District and would like to transfer saved documents to another account, contact the Technology Department.

VENDOR WARRANTY:

The equipment vendor has a one year hardware warranty on the Chromebook. The vendor warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

CHROMEBOOK TECHNICAL SUPPORT:

All initial technical support will start at the Technology Department. If the Chromebook can not be fixed or repaired at that time, it will be sent to the District Technology Department. A loaner Chromebook will be issued to the student while their Chromebook is being repaired. All repairs on District-owned Chromebooks must be performed at the District by District staff.

CHROMEBOOK FAQs

Q: What is a Chromebook?

A: A Chromebook is like a laptop but instead of having Windows or iOS operating systems, they run off Chrome OS. Through Google Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

Q: Do you need Internet access to use a Chromebook?

A: Some offline functions are able to be used with a Chromebook, but it works best if you have a WiFi signal.

Q: Do Chromebooks come with Internet Filtering Software?

A: Yes. Chromebooks will be filtered through the District's Internet filter at all times.

Q: Do Chromebooks need virus protection?

A: No. Because of how they are designed, no virus protection is needed.

Q: What is the expected battery life?

A: Chromebooks have a rated battery life of 13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q: Can I opt my student out of receiving a Chromebook?

A: Students cannot opt out of a District issued Chromebook because they will be required to use it for class during the day in order to access and create educational materials.

Q: Can we set some time limits on how long they can be on?

A: The District will not be enforcing time limits on the devices.

Q: Will there be restrictions on Google?

A: The same restrictions will apply as during the school year. Access to Google apps necessary for educational purposes will be available.

Q: Will students be allowed to take their Chromebooks home?

A: As of now, High School students take them home everyday. Grades 3-8 store at school but have the option to take home. Grades K-2 store at school but can also take home if required by the teacher.