Epping School District
Authorized Use of School Owned Materials and Equipment
Chromebook Use Agreement

Chromebook Guidelines:

- Chromebooks are loaned to students as an educational tool and are only authorized for use consistent with the District policies.
- The Chromebook must be carried in a school issued case at all times. If a student does not have their Chromebook, a loaner may be issued at the discretion of the Technology Department.   If a student asks for a loaner, they will be expected to return it by the end of the day. If they do not return the equipment within 5 days a reminder will be provided. If the item is not returned within 5 more days (10 school days total), the student will be billed $300 for a replacement.
- Chargers and cases are also the responsibility of students with the same rules as the Chromebook.   If a student asks for a loaner, they will follow the same rules for return as the Chromebook, If not returned, the student will be billed $25 for replacement of the charger/case.
- The Chromebook may only be used by the student to whom it is assigned.
- When at home, we recommend that the Chromebook be used in a common family location with adult supervision.
- The Epping School District reserves the right to demand the immediate return of the Chromebook at any time.
- Students transferring schools or exiting the Epping School District are expected to turn in the Chromebook immediately.
- A content filtering and monitoring system is active at all times on all chromebooks issued by the district.
- Parents can request information on their child's account by contacting the Director of Technology.
- Charging the Chromebook is the responsibility of the student. Students are required to charge their Chromebook while at home for use the next day at school.
- Epping School District reserves the right to conduct periodic inspection of the equipment.
- Making changes in the configuration of the Chromebook is prohibited and could result in revocation of privileges in accordance with Student Computer and Internet Use Policies and rules. Example: Changing the operating system.
- If the Chromebook is lost or stolen, a report must be filed immediately with the local police authorities and school administration.
- Damage to the Chromebook should be reported immediately to the Technology Department.
- Failure to fully comply with these guidelines and the Student Acceptable Use Policy may result in revocation of the privilege to use the Chromebook and possibly disciplinary action.
- For the graduating Seniors, if their fee is paid every year, they will be allowed to keep the Chromebook if they meet all the requirements for graduation.
- The Board's policy and rules concerning computer and Internet use *and all other policies and rules* apply to the use of Chromebooks at any time or place, on or off school property.
    - School Internet Access for Students
    - Acceptable Internet Use Procedures
    - Use of School Owned Materials and Equipment
    - Data Governance and Security
    - Student Fees, Fines, and other Financial Obligations
- Students are responsible for obeying any additional rules concerning the care of Chromebooks issued by the school staff.

Annual Chromebook Use Fee Explained:

- Students are responsible for the proper care of Chromebooks at all times, whether on or off school property.
- The Epping School District has established a user fee to cover a one-time expense in the event that the Chromebook is lost or stolen or damaged.
- Parents/guardians who choose <u>not</u> to participate should be aware that they are responsible for <u>all costs</u> associated with loss, damage or theft of a Chromebook loaned to their child.

Repair Fees Explained:

If a fee has already been used, or a parent chooses not to participate, the parent/guardian will be billed for the repair or replacement. The following is a list of charges for Chromebook repairs or replacement after the fee has been used:

- **Lost/Stolen/Destroyed:** $300
- **Cracked Screen:** $150
- **Broken Cover:** $30
- **Damaged Mousepad/Keyboard:** $15