

Building _____ **Grade** _____ **Student Name** _____

Student ID _____ **Asset Tag** _____

**Kentwood Public Schools
Parent/Student Device Checkout Agreement**

I have received a District Chromebook device to use at home to support my student's learning and achievement. By accepting the possession of the device, I agree to the following:

- I understand that it is to be used for educational purposes only and in accordance with Student Acceptable Use Policy.
- I understand that I am responsible for any loss or damage to the device and charger.
- The District may request the device be returned at any time.
- I must return the device to the District in the same condition as it was received, reasonable wear and tear excepted.

Students must follow the Responsible Use and Care Guidelines. A list of assigned equipment and accessories is attached outlining the cost if damaged, stolen, or lost.

Responsible Use and Care Guidelines

1. Modifying or changing device settings and/or internal or external configurations is prohibited.
2. Using obscene, threatening or disrespectful language in any form online or in electronic communications is strictly prohibited.
3. Keep food and drinks away from the device at all times.
4. Avoid placing heavy materials, such as books, on top of the device.
5. Protect the LCD display screen. Before closing the device, make sure there are no small items, such as a pencil or small earphones, on the keyboard.
6. Parents and students agree to return the device and all components to the school in the same condition as when the device was issued to the student.

Equipment	Damaged Equipment Cost
Chromebook LCD Display	\$33
Chromebook Keyboard/Palm Rest	\$43
Chromebook (lost, stolen, or total replacement)	\$300
AC Charger	\$34

Internet Content Filtering

The District has implemented technology protection measures and content filtering on all student Google accounts both on campus and offsite. This will ensure that anywhere students are logged in with their school Google accounts, they will be protected as required under the guidelines of the Children's Internet Project Act. *While Kentwood Public Schools use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access.*

Sanitizing Devices

1. It is best to do the cleaning at the end of the day when you can give them some time to dry. As there may be minor amounts of liquid during cleaning, once a device is cleaned, it is important that the device has the opportunity to dry completely before use.
2. Completely turn off the device and unplug the charger.
3. Use a NON-BLEACH wipe (like Clorox or Lysol) and wring out any extra liquid from the wipe before using it on any technology device. Make sure it is slightly damp and not dripping.
4. Gently wipe down the device with the disinfecting cloth on the keyboard, touchpad/mouse, screen, and the case. Again, be careful to avoid letting any liquid get in the cracks of the keyboard, touchpad, or case.
5. Allow the device to air dry completely before plugging in the charger and powering on the device.

Parent/Guardian Responsibilities and Permission

I am authorizing the assignment of a Chromebook device to my child(ren) currently enrolled in Kentwood Public Schools. I understand that the device is to be used as a tool for learning and that my child will comply with the Responsible Use and Care Guidelines. I will help ensure the safe and timely return of the device within the loan period or upon request by the District. I also understand that I am financially responsible for any willful, malicious, or accidental damage to the device.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date _____