

## STUDENT CHROMEBOOK LOAN AGREEMENT

- School issued Chromebooks should be used for educational purposes and students are to adhere to the **Using Technology in School Acceptable Use Policy (AUP) for Students** at all times.
- Chromebook devices are enrolled under the **learn.conejousd.net** domain making them inapplicable for any other use.
- CVUSD's administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.
- Manufacturer and school barcode tags and name labels shall not be removed, covered or marked upon.
- The school district uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in and out of school), will have Internet activity protected and monitored by teachers, school administrators, and the technology staff. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Such requests will be given consideration following administrative review

### CHROMEBOOK BASICS

- The Chromebook is a unique laptop computer running Chrome operating system. Handle it as you would any other computer and/or laptop – very carefully!
- Keep all food and liquids away from your Chromebook.
- Always transport Chromebooks with care.
- Never use pens or pencils on the display screen.
- Do not place stickers on your Chromebook or protective case or cables and adaptors.
- Protect your Chromebook from heat or cold. Don't leave your computer in a car overnight, near a heat source, etc.
- Keep your Chromebook safe – take it home every day and do not leave it unattended.
- Do not lend your Chromebook to another person – it is your responsibility.
- Do not try to repair your Chromebook if it isn't working. If you encounter a technical issue with your Chromebook, please submit a support request at <https://helpdesk.conejousd.org>
- Students should bring their Chromebook to school daily with a fully charged battery. Students without a charged Chromebook may not be able to participate in class learning activities.

### DIGITAL INFORMATION

- Your (student) username and password is for your use only and should be secret.
  - Do not share your password information with other students.
  - Do not use another person's username and password for ANY reason.
- The Chromebook's settings, apps, photos, email, calendar, contacts and bookmarks are automatically saved to Google Drive every day as long as the Chromebook is charging, connected to wireless Internet, and locked.

- Students are to utilize their school Google account (example: 123456@learn.conejousd.net) when using their Chromebook. Apps that students will need for class are already part of the OS, and any further downloads need to be approved by a teacher.
- CVUSD web filters that block inappropriate content will be applied to the device when it is at school and at home. Students who make unauthorized modifications to their Chromebook, including disabling or otherwise attempting to override the filters, will be assigned consequences in accordance with school and district policy.

### CHROMEBOOK INSURANCE

CVUSD is coordinating with U-PIC Insurance Services (**School Device Coverage**), a company that offers insurance for devices. Families can purchase insurance for their student's Chromebook at the following website:

[www.schooldevicecoverage.com](http://www.schooldevicecoverage.com)

Please keep a copy of the insurance receipt in case CVUSD Technology Services personnel need to see it when submitting a claim.

The insurance policy is good for one device, for one calendar year only. Purchasing insurance each year is HIGHLY recommended.

### DAMAGED/LOST/STOLEN CHROMEBOOKS

Students are responsible for the Chromebook they have been issued.

- Damaged/lost/stolen Chromebooks (including cords and power adapters) must be reported in the front office as soon as possible. Students whose Chromebooks are damaged/lost/stolen will need to follow the school designated process for reporting the incident, including, submitting a school incident report, speaking with the school librarian or instructional media technician, or other school-designated representative.
- Damage: Take good care of your Chromebook. You are responsible for accidental damage as well as any damage caused by reckless or intentional misconduct. This includes, but is not limited to, throwing or dropping the device, swinging a bag or backpack with a device inside, stepping on the device, spilling liquid on the device, tampering with the internal components, or making unauthorized modifications to the operating system (aka hacking).
- Lost/Stolen Chromebooks: In cases of theft or disappearance (off-campus), submit a copy of a police report along with a school incident report form. The police report must directly mention the theft of the device and the circumstances surrounding the theft. In the case of any theft/disappearance - both on campus or off campus - the student must report their Chromebook missing and complete an incident report IMMEDIATELY, in the front office.
- Once a Chromebook has been assessed for damage, a student may be issued a replacement Chromebook. This will be much quicker and easier if insurance was purchased. If the student did not purchase insurance, the district will analyze the situation on a case-by-case basis. In the case of willful damage, the family will need to make arrangements to pay for the Chromebook before being issued another device.

Costs:

Chromebook	\$300
Power Cable and/or Adapter	\$30

Depending on the severity/number of occurrences:

- A student (and parent) may be required to meet with the principal and review the applicable Chromebook policies prior to receiving a replacement device.
- A student may be issued a loaner for in-school use only (pending availability).

**STUDENT USER AGREEMENT AND PARENT PERMISSION FORM – SIGN AND RETURN**

Student: As a user of the Conejo Valley Unified School District computer network and recipient of a CVUSD Chromebook, I acknowledge receipt of and hereby agree to comply with the **Using Technology in School Acceptable Use Policy (AUP) for Students**. I understand that my use of a Chromebook/mobile device is subject to the CVUSD Discipline Policy and Procedures, including but not limited to: Student Use of Technology (Bd. Pol. 6163.4), Electronic Signaling Devices (Bd. Pol. 5131), Bullying (E.C. 48900, 48900.2, 48900.3, and 48900.4), Damaged or Lost Instructional Materials (Bd. Pol. 6161.2), and Sexual Harassment (Bd. Pol. 5135.7).

Student Name (PRINT):

Student ID:

School:

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Parent: As the parent or legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed, and understand the **Using Technology in School Acceptable Use Policy (AUP) for Students** and I have discussed them fully with my child. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use by setting and conveying the school's standards, procedures, and rules when selecting, sharing, or exploring information and media. By entering your name you are acknowledging receipt of and hereby agree to comply with the **Using Technology in School Acceptable Use Policy (AUP) for Students**.

Parent/Guardian Name (PRINT):

Parent/Guardian Signature:

Date: