

Chromebook Device Usage Agreement

Providing and issuing Chromebooks for instructional use by students is an important part of the Richmond Public Schools instructional program. The student will have daily access to the device to support and guide their learning. Certain guidelines are necessary to protect the Chromebook and the school network. These guidelines are also in place to ensure that this technology serves as an effective instructional tool.

Students and their parents/guardians must agree to the following:

- The student and parent understand and have signed the Acceptable Computer System Use Policy.
- The Chromebook is the property of Richmond Public Schools (RPS). All such issued Chromebooks shall be returned to RPS prior to the conclusion of each school year and prior to the student's withdrawal from the division if earlier than the conclusion of the school year. Upon transferring to a school within the district, all devices shall be returned to the departing school.
- The student agrees to follow all RPS regulations and policies governing the use of the Chromebook as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student is responsible at all times for the care and appropriate use of the issued Chromebook and must adhere to these terms each time the device is used, including when it is not on school grounds.
- The student shall not remove or alter any RPS identification labels attached to or displayed on the Chromebook or charger. Students will not deface the device or adhere stickers to the device.
- The student agrees to ensure the device is secure and safe. The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student must report theft, loss, damage, or malfunctioning of the Chromebook to school personnel immediately.
- Upon request, the student agrees to immediately deliver the issued Chromebook to RPS staff for technical inspection or to verify inventory, or for any other purpose. Students will make available for inspection by any school administrator or teacher any messages, communication, or files sent or received on any RPS-issued device including, but not limited to the issued Chromebook.

The family and student will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration.

Accidental Damage:

- First Incident: No fee for accidental damage to the Chromebook (School staff will issue a letter to parents)
- Second or Subsequent Incidents: \$25 fee for accidental damage

Intentional Damage or Lost/Stolen Chromebook/Hotspot:

- Full price of repair or replacement for an intentionally damaged device
- Replacement cost up to \$282.51 for Chromebook
- Replacement cost up to \$78 for Hotspot

Lost, Stolen, or Damaged AC Adapter:

- Fee of \$25 for all incidents

Device/Charger not returned by the collection date:

- Fee of \$282.51 for Chromebook, \$25 for charger, \$78 for Hotspot

I have read and agree to comply with these guidelines. I have read and agree to abide by all RPS policies and regulations of the use of equipment including the Acceptable Computer System Use Policy, as well as the Student Code of Responsible Ethics.

Student: I have read, understand, and agree to honor all terms of the agreement. I may be denied access to the internet and all other electronic media if I do not abide by these terms. I may be subject to disciplinary action and the confiscation of the RPS Chromebook device.

Student Name (print)

Student Signature

Date

Parent/Guardian: I have read and understand this agreement and give permission for the school to allow my child to use the RPS-issued Chromebook under the terms and conditions set forth above.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Student ID Number	
School	
Chromebook Device Number	
Hotspot Number	