

## Collins-Maxwell CSD Student Chromebook Check-Out Agreement (MS/HS)

The Google Chromebooks, carrying case, and charger cords (collectively referred to herein as the “device”) that have been issued to you are the property of Collins-Maxwell Community School District. By signing the below, I certify that the device indicated above was checked-out/checked-in and hereby agree to abide by this agreement.

The following is further addressed in the Chromebook Acceptable Use Policy	Student Initials												
I will not leave my device unattended unless it is locked in a secure place. My family may be fully responsible for up to the cost of replacement should my device become lost, destroyed, or stolen due to “gross negligence” as determined by administration.													
I will return the device and all accessories issued to me at the end of the current school year or before I withdraw from school. I will not remove any asset tags. If asset tags are removed, I could be fined up to the full price of the device.													
I have read and understand the Chromebook Acceptable Use Policy pertaining to the use of the device and I agree to abide by them and to be responsible for the equipment listed above as well as the charger and carrying case (if applicable).													
For hardware and software problems, I will take my device to the Collins-Maxwell CSD Technology Department.													
I will never attempt to bypass or defeat system security settings.													
<p>I understand there will be the following charges for each occurrence if the device or accessories are damaged, lost, or stolen:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tbody> <tr> <td style="width: 25%; padding: 5px;"><b>1st Incident</b></td> <td style="width: 45%; padding: 5px;">\$25 Repair Fee</td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 5px;"><b>2nd Incident</b></td> <td style="padding: 5px;">\$50 Repair Fee</td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>3rd Incident or Negligence</b></td> <td style="padding: 5px;">Full cost of the repair or replacement device</td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>Charger</b></td> <td style="padding: 5px;">\$10 for damaged or lost charger</td> <td></td> </tr> </tbody> </table> <p>❖ District administration will make the final determination about whether damages were the final result of an accident or negligence. District administration reserves the right to make the final determination of student consequences.</p>	<b>1st Incident</b>	\$25 Repair Fee		<b>2nd Incident</b>	\$50 Repair Fee		<b>3rd Incident or Negligence</b>	Full cost of the repair or replacement device		<b>Charger</b>	\$10 for damaged or lost charger		
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<b>Charger</b>	\$10 for damaged or lost charger												

I have read this agreement form and understand the usage rules and the financial responsibility if damage or loss occurs.

**Student Name** \_\_\_\_\_ **Student Grade:** \_\_\_\_\_

**Please check the statement below which is applicable.**

- I grant my child permission to use the district’s Chromebook and electronic communication system outside of school.
- I **DO NOT** grant my child permission to use the district’s Chromebook outside of school. My child will check out a Chromebook from the office each morning and return the Chromebook to the office at the end of each school day.

**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*For Office Use Only**

Asset Tag Number	Serial Number	Checked-Out Date	Checked-In Date