



## **Chromebook Checkout Agreement**

In consideration of Channing Hall checking out a Chromebook for use by your student, you hereby agree to the following terms and conditions of use and agree to be bound and responsible as set forth hereinafter:

### **Appropriate Use**

Channing Hall Chromebooks are for educational use only and are not to be used for any personal reason.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued. If the Chromebook fails to work properly or is broken you must notify the Channing Hall administration as soon as possible so the issue can be resolved promptly. Issued Chromebooks must never be taken to an outside computer service for any type of repairs or service and you agree not to attempt self-repairs.

- No food or drink near the Chromebook at any time.
- Cords, cables and removable storage devices must be inserted and removed carefully with Chromebooks.
- Chromebooks should not be stored near pets or where baby brothers or sisters can reach and damage them.
- Never leave a Chromebook inside a car where temperatures can damage them or they can be easily stolen.
- Do not personalize Chromebooks. No writing, drawing, stickers, labels, etc. unless placed there by the Channing Hall.
- Do not use or install any software or operating systems.
- Never carry Chromebooks while the screen is open.
- Never lift or move the Chromebook by the screen.
- Heavy objects should not be placed on top of the Chromebook.
- Do not store the Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Do not remove or damage the Channing Hall barcode located on the bottom of the Chromebook.

**Cost of Repairs**

Parents agree that they are responsible for damage to their student’s Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost of repair exceed the cost of purchasing a new device, the parent agrees to pay the full replacement value (appx \$300.00) of the Chromebook. Lost items cables will be charged at the actual replacement cost.

I acknowledge that I have read and agree to the Employee and Student Electronic and Technology Use Policy, including the additional section XX. Care and Use of Student Hardware

(printed below):

XX. Care and Use of Student Hardware

- A. Students provided with a device for school use are responsible for its safe use and handling at school.
- B. The device (i.e., Chromebook) is to be left in the teacher’s classroom (PYP) or 4th period teacher’s room (MYP).
- C. Home use of a Chromebook is optional and limited to school work only. If a student takes a school device home, they must return a Chromebook Agreement form signed by the parent/guardian first.

Date Loaned to Parent: August 13, 2025 Date

Due back to Channing Hall: May 29, 2026

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Print Parent/Guardian First and Last Name

Signature