



Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

## **Care and Responsibility Form Chromebook Check-Outs Wrightstown Middle School**

This form is to help students understand the responsibilities that they have for the care of the Chromebook that is being checked-out. **Loss or damage to the Chromebook may result in full- financial responsibility to the parent/guardian.** This form must be completed prior to checking- out a Chromebook.

### Wrightstown Schools

- Provide the students with internet access while at school
- Provide the students with internet access while at home if they don't have it
- Provide internet filters of inappropriate materials on the WCSD student network, while at school
- Notify the parent/guardian if any inappropriate digital content is found on the Chromebook after their student checked it out
- Provide guidance to aid the student in the use of the device and help assure the student complies with the District's acceptable use policy
- Provide the student with a district email and Google Account

### Parent/Guardian's Responsibilities

- Supervise the student's use of the Chromebook at home
- Discuss family values and expectations regarding the use of the internet and email at home
- Report any problems with the Chromebook to: [baeten@wrightstown.k12.wi.us](mailto:baeten@wrightstown.k12.wi.us) or [winrich@wrightstown.k12.wi.us](mailto:winrich@wrightstown.k12.wi.us)
- Ensure the student brings the Chromebook back to school by the due date so that other students have an opportunity to check it out
- Discuss the importance of taking care of the Chromebook, knowing that if it is damaged or stolen, the parent/guardian may be responsible for paying the replacement cost

## Student's Responsibilities

- Treat the Chromebook with great care, refraining from the following:
  - Dropping the Chromebook
  - Getting the Chromebook wet
  - Leaving the Chromebook outside or in extreme weather conditions
  - Using the Chromebook when food or drink is nearby
  - Defacing the Chromebook in any manner
  - Walking around with the Chromebook open
  - Placing heavy objects on top of the Chromebook
- Secure the Chromebook at all times; if lost or stolen (even on school grounds) the parent/guardian may be responsible for paying the replacement costs
- Do not allow anyone else to borrow the laptop while it is checked out to you. Loss or damage occurred by someone else will be the student's full responsibility
- Use the computer in an ethical manner, following the WCSD Technology Acceptable User Policy
- Back up all personal data using Google Drive
- Turn in the Chromebook by the due date. Parents will be notified, and participation in this program may be impacted, if a student does not turn in the Chromebook on time.
- Follow the guidelines below:
  - Follow guidelines set out by parent/guardian
  - Use the Chromebook for educational purposes
  - Do not participate in cyber-bullying or online harassment
  - Do not load/remove applications onto the Chromebook
  - Do not provide personal information when using the Chromebook
  - Keep all usernames and passwords private

Above all, use common sense when utilizing the Chromebook and be careful with it. While the Chromebook is a useful learning tool, it is expensive, so care must be executed when using it. Failure to use or the misuse of the Chromebook may result in a loss of privileges.

**New for 2021-2022:** If a student loses the Power Cord for their Chromebook, there will be a \$15 fee charged for every power cord lost. As in the past, if a Chromebook is damaged beyond repair, there will be a \$250 replacement cost. Any damage to devices that require the device to be sent in for a repair will be reviewed and charges will be pending on the repair cost.



**Wrightstown Community School District**

**"Quality Education for Every Student"**

***I understand the guidelines established and agree that if loss or damage occurs while the Chromebook is checked out to me, I may be held responsible for repair/replacement costs.***

Student's Printed Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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My son/daughter has their own device which he/she will be using this school year.

Student's Printed Name \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_