



Troup County School System  
Your Future Starts Today

# Troup County School System

## CHROMEBOOK AGREEMENT FORM

Student Name (PRINT): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (PRINT): \_\_\_\_\_ Student ID #: \_\_\_\_\_

### **TCSS Chromebook Procedures**

All procedures are in effect before, during, and after school hours and wherever the Chromebook is being used (on or off school property).

#### **EXPECTATIONS OF USE**

- Bring Chromebook fully charged to school each day
- Follow the teacher's procedures for how/when to use Chromebook
- Use the Chromebook according to the TCSS Acceptable Use Agreement in your student handbook
- Keep equipment (i.e. Chromebook, power cord, case) secure and in good condition
- Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment
- Never leave the Chromebook unattended

#### **CHROMEBOOK CARE**

- Keep Chromebook centered on the desk
- Do not balance the Chromebook on your lap
- Do not carry the Chromebook by the screen
- Keep sound muted unless otherwise instructed
- Do not close the Chromebook on any objects
- Keep the cover on the Chromebook closed at all times when in transit
- Keep the Chromebook in a case at all times to prevent bumping and accidental damage
- Chromebooks should never be placed on the bottom of a pile or in the bottom of the locker

#### **PERSONALIZATION**

The Chromebook and all the accessories are the property of the Troup County School System.

##### *Students can:*

- Personalize their desktop
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy
- Students will be able to purchase a clear case to attach to the Chromebook that may be personalized and decorated

##### *Students are prohibited from:*

- Removing device identification tags
- Placing stickers or otherwise marking the Chromebook itself including the case provided by TCSS and charger in any way (this does not include the purchased clear case)

**CLEANING**

- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a clean soft cloth

**DAMAGED CHROMEBOOKS**

- Student brings Chromebook to Media Center and an incident report will be completed
- Chromebook is examined and a determination is made whether it is accidental or intentional damage. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent/guardian may be responsible for the cost of repair or replacement.
- If the Chromebook cannot be fixed quickly a loaner Chromebook will be provided. The student will be informed when repair is complete.
- Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook
- Repeated neglect/intentional damage may result in loss of privileges

**LOST/STOLEN CHROMEBOOK**

- Student should report to the Media Center that the Chromebook is lost/stolen immediately
- If the Chromebook is stolen while off campus, a police report should also be provided
- Parent/Guardian may be responsible for the cost of replacement

By signing, I verify that I have read this important information and understand my responsibility.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_