***Chrome-Book Policy and Agreement***

***General Precautions***

* ***No food or drink is allowed next to your laptop while it is in use.***
* ***Cords, cables, and removable storage devices must be inserted carefully into the laptop.***
* ***Students should never carry their laptops while the screen is open.***
* ***Laptops should be shut down before moving them to conserve battery life and to synchronize documents.***
* ***Laptops must remain free of any writing, drawing stickers, or labels.***
* ***Laptops should never be left in an unlocked car.***
* ***Students are responsible for keeping their laptop’s battery charged for school each day.***

***Screen Care***

 ***The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.***

* ***Do not lean on the laptop when it is closed.***
* ***Do not place anything near the laptop that could put pressure on the screen.***
* ***Do not place anything in the carrying case that will press against the cover.***
* ***Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).***
* ***Clean the screen with a soft dry cloth or anti-static cloth.***
* ***Do not “bump” the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.***

***Screensavers and Student Data***

* ***Inappropriate media may not be used as a screensaver or be saved on the laptop.***
* ***Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.***
* ***Passwords on screensavers are not to be used.***

***Personal Insurance***

***Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.***

***Parents are responsible for the cost of repair or replacement of the chrome-book.***

* ***Missing Charger $25.00***
* ***Cracked Screen $100.00***

* ***Water Damage $100.00***
* ***Lost or Stolen $250.00***

***Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Serial Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***