



## Newfoundland & Labrador English School District (“NLESD” – “The District”) Chromebook Loan Agreement – Expectations for Responsible Use

### Introduction

NLESD recognizes the inherent value that technology can bring to support inclusivity and student success, foster well-being, positive and meaningful relationships, engagement and responsibility. A primary goal of the District is to provide availability of educational resources to enrich the learning experience for students, whether that takes place in or out of classrooms.

The expectation is that hardware, software, and technology services supplied by the District will be used in an appropriate and responsible manner. This includes (but is not limited to): all District technologies and personal technologies connecting to the District’s network; accessing services such as the Internet, email, collaboration tools; and, digital learning platforms and content.

Students will be provided with access to a Chromebook for **educational use only** for the academic school year. Certain guidelines are necessary to protect the Student, hardware device, school and District technology resources, and ensure that this technology serves as an effective instructional tool. **The following represents terms, conditions and responsibilities that must be followed and will govern the use of the Chromebook.**

### Description of Loaned Property

The District will provide to the Student, according to the terms and conditions specified in this **Agreement**, the following device and accessories:

- One (1) Google Chromebook;
- One (1) Charger; and
- One (1) Protective Sleeve.

This device is being loaned to the Student in good working order. When not in use, it is the Student and Parent/Guardian responsibility to care for the equipment and ensure that it is kept in a safe and secure environment. This Chromebook is provided for **academic use only** and is only to be used for online learning and instruction, assignments, and studying from home.

### Agreement Term

The term of this agreement starts on the date of the signed agreement by both the Parent/Guardian and Student and ends at the end of the school year or earlier as outlined in this agreement.

At the end of the school year, all Chromebook and accessories **must** be returned to the school with explicit acknowledgement and initials of the Student or Parent/Guardian on this *Chromebook Loan Agreement*. In the event that assets are not returned, Student and Parent/Guardian understand that the District will report the device missing, and the Student

and Parent/Guardian will be responsible for the replacement cost of the Chromebook and/or accessories of the device.

### **Terms, Conditions and Responsibilities**

- The District agrees to keep the Chromebook in good repair and operating condition.
- Normal and reasonable wear-and-tear are expected.
- The Parent/Guardian and Student **must** sign this agreement in order to receive a Chromebook (both required if the Student is less than 18 years of age).
- The Chromebook and accessories must be immediately returned to the School or District when requested, at the end of the academic school year, or sooner, if the Student withdraws from the School or District Schools prior to the end of the school year.
- The Chromebook must only be used by the assigned Student, unless otherwise approved by the School or District.
- The Chromebook cannot be loaned, sold, traded, leased, rented or assigned to any other person for use at any time.
- The Student must always treat the Chromebook with care by not dropping it, getting it wet, using it outdoors, using it with food or drink nearby, or engaging in any activities that could potentially result in damage to the device. It is a Student's responsibility to care for the equipment and ensure that it is retained in a safe, secure location. Do not leave the Chromebook in an unlocked vehicle.
- The Student and Parent/Guardian must not attempt to change or allow others to change the configuration of the device or to interfere with the use of the device and **in no way attempt to repair the device** or install any unauthorized software on the Chromebook without permission from the School or District.
- The Student must use the Chromebook in a careful and proper manner and abide by all District policies and regulations governing the use of technology, including, but not limited to, the District's Acceptable Use Policy and Regulations, the Social Media Use Policy and Regulations (**District Policies** - <https://www.nlesd.ca/about/policies.jsp>), and this Agreement as well as local, provincial and federal laws.
- At all times, the Chromebook is and shall remain the sole and exclusive property of NLESD, and the Parent/Guardian and Student shall have no right, title, or interest therein, except as set forth in this Agreement.
- Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed, modified, or tampered with in any way. If they become damaged or missing, contact your Principal immediately for replacements - additional stickers, labels, tags, or markings are not to be added to the Chromebook.
- The District reserves the right to inspect the Chromebook **at any time** either in school or virtually, with or without notice. Student agrees to deliver the Chromebook to the District technical staff for technical inspection, to verify inventory or other information, or for random screening.
- Students/Parents/Guardians may terminate this Agreement only after returning all loaned equipment to the District.
- The Student acknowledges to protect and safeguard the Chromebook and/or accessories and to return it in the same condition that it was received.

- The Student agrees to use the Chromebook for *educational purposes only*.
- The Chromebook is configured to be used with their Student Google login account that has specific privileges and capabilities for the exclusive use of the Student to which the Chromebook has been assigned. The Student, Parent/Guardian may not change or allow others to change the privileges and capabilities of a user's account.
- The District does not have any control or management capabilities (web-filtering) for Internet access while the Chromebook is used at home. The Student and Parent/Guardian will be responsible for all online activity while using the Chromebook while at home. The District reserves the right to implement home web-filtering and content management on the Chromebook device in the future.
- The Parent/Guardian/Student shall indemnify and hold harmless the District and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees and costs arising out of, connected with, or resulting from the Chromebook usage, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the Chromebook.
- Students who violate any of the provisions of this Chromebook Loan Agreement or any other school rules or policies applicable to the use of the Chromebook technology may be subject to disciplinary action and loss of use of the Chromebook.
- If the Chromebook is not functioning properly, damaged, lost, or stolen, you will be expected to provide full details involving the incident and immediately notify your Principal by email or phone.
- The District reserves the right to seek reimbursement for damaged, lost, or stolen devices not covered by warranty, except in extenuating circumstances.

### **Damage or Loss of Hardware**

If damage or loss occurs to the Chromebook or accessories, District administration will review the incident. If deemed that damage, loss, or theft has occurred due to negligence, the Student or Parent/Guardian may be required to pay for the replacement of the Chromebook and/or accessory at the discretion of the District.

In the event of damage, loss or theft to the Chromebook or accessories, the Student and Parent/Guardians may be responsible for the cost of repair or replacement of the Chromebook and/or accessories when damage, loss or theft occurs due to negligence or intentional misconduct as determined by the District according to the following schedule:

- In the event that the Chromebook is lost/stolen or damaged beyond repair, the Parent/Guardian may be responsible for the full replacement cost of ***\$380.00***.
- In the event the Charger is lost, stolen or damaged beyond repair, the Parent/Guardian may be responsible for the full replacement cost of ***\$25.00***.
- In the event the Protective Sleeve is lost, stolen or damaged beyond repair, the Parent/Guardian may be responsible for the full replacement cost of ***\$15.00***.
- Failure to return the Chromebook and accessories when asked will result in full reimbursement cost of each item identified above.



**Parent/Guardian**

By signing below, I give my permission for my child to use the Chromebook and technology services for educational purposes. I acknowledge that I am responsible for ensuring that use of the loaned property is for educational purposes only and is appropriately supervised.

**I will care for the Chromebook device as outlined in this Chromebook Loan Agreement.**

**Student**

By signing below, I agree to use the Chromebook and technology services for educational purposes and I acknowledge that I am responsible for ensuring that use of the loaned property is for educational purposes only and is used appropriately.

**I will care for the Chromebook device as outlined in this Chromebook Loan Agreement.**

**PARENTS/GUARDIANS, PLEASE DISCUSS THESE RULES AND EXPECTATIONS WITH YOUR Student TO ENSURE HE/SHE UNDERSTANDS THEM.**

**I hereby agree that I have reviewed and understand the Terms, Conditions and Responsibilities of this Chromebook Loan Agreement and agree to abide by them.**

\_\_\_\_\_  
*Student Name (please print)*

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

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

\_\_\_\_\_  
*Parent/Guardian Name (please print)*

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

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

.....  
**Device Returned (end of school year or other circumstance)**

\_\_\_\_\_  
*School Rep (Initials)*

\_\_\_\_\_  
*Student (Initials)*

\_\_\_\_\_  
*Date Returned*

*Notes* \_\_\_\_\_

\_\_\_\_\_