

# SGMS Chromebook Agreement

## 2025 - 2026

Each student at Shady Grove Middle School will be issued a touchscreen Chromebook and charger for the duration of their time at SGMS. This agreement provides students and their parents/guardians with information regarding MCPS and SGMS Chromebook and technology policies.

### **Ownership of the Chromebook:**

- The chromebook has been LOANED to the student by SGMS for educational purposes. The chromebook is the property of MCPS.
- MCPS staff can take and/or inspect any chromebook at any time, including via electronic remote access.
- Computer Usage at Shady Grove MS is a privilege not a right

**Handling of the Chromebook:** Students are solely responsible for the Chromebooks issued to them. The student:

1. MUST bring their Chromebook (fully charged) to school each day.
2. MUST keep their Chromebook in a secured location or in their possession at all times.
3. MUST treat the device with care, never handling it inappropriately or in such a way that could cause possible damage. Students will carry the device in the padded bag that has been provided to them.
4. WILL NOT remove or interfere with the Chromebook serial number and barcode tags, individual name tags, or remove the name tag on their charger.
5. WILL NOT scratch/carve, or draw on/decorate the chromebook with anything permanent. 8th graders will remove all stickers at the end of the year
6. May NOT swap or share their assigned Chromebooks (or passwords) with other students.

**Usage of the Chromebook:** When using the loaned chromebook, students:

1. MUST comply all MCPS policies including the Chromebook Agreement & [MCPS Acceptable Use Policy](#)
2. WILL use the device for educational purposes only - This means they are to be used only for assignments given to you by teachers.
3. WILL communicate with all staff and students in a respectful and appropriate manner, being mindful of digital citizenship.
4. WILL follow all rules concerning copyright and plagiarism. This includes but is not limited to downloading, posting, sharing illegally obtained content, or using AI tools to complete your assignments.
5. WILL NOT attempt to bypass or disable filtering or other technology protection measures put in place by MCPS
6. WILL NOT attempt to install or run any operating system other than the Chrome OS from MCPS.

**Damaged, Lost or Missing Chromebooks:** If a chromebook is damaged or lost, Students:

1. WILL report the damage or loss immediately to the media center
2. MAY NOT choose to keep a broken device
3. WILL pay the fines/obligations for the repairs/replacement if damaged or permanently lost
4. **WILL NOT receive another assigned chromebook until the obligations have been paid and must complete all assignments on paper until then**

The cost to repair ANY damage to the chromebook, intentional or accidental, is the responsibility of the student.

Breakage due to normal wear and tear does not result in a fine. The following is the list of charges:

- \$25 - Missing keys, peeling trackpad, minor case damage, broken camera, missing or broken charger
- \$50 - Moderate case damage, or multiple \$25 damages
- \$75 - Damaged touchscreen, major case damage or multiple \$25 & \$50 damages
- \$300 - Replacement due to irreparable damage or destruction, including fluid damage, loss or theft, multiple \$25, \$50 & \$75 damages