



Chromebook Procedures

Lee County Public Schools

Revised 8/2022

"If we teach today
as we taught yesterday,
then we rob our children
of tomorrow"

-John Dewey

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Through implementation of a 1:1 initiative, Lee County Public Schools will...

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1 - Purpose and Goals

Through implementation of a 1:1 initiative, Lee County Public Schools will...

- maximize the use of technology to support the mission of the Lee County Public Schools
- provide equitable, anytime access to all students
- ensure the security, integrity, and privacy of information
- provide training as required to enable students and staff to effectively utilize technology
- develop a more integrated, cross-curricular, and project based learning environment through ongoing curriculum development and revision
- create learning environments that
 - promote student learning beyond the classroom
 - increase engaging, rigorous student-centered learning experiences
 - increase the access to learning resources for students, and leverage technology in ways that fundamentally changes teaching and learning
 - create digital content and virtual/online learning experiences
- inspire students to
 - be responsible for their own learning
 - prepare to be safe, responsible, and innovative digital citizens
 - develop into competent and responsible 21st century citizens
 - prepare for success in future college, career, and life pursuits
 - engage in solving real-world problems by collaborating, communicating, creating, and critically thinking, within global learning community

2 - Implementation Schedule

(A) - August

- During Back-to-school night, an information session will be held with parents to provide initial information regarding Chromebook use and responsibility of the user. Parents will be given the option to sign a device agreement at the end of the session if they opt for their student to take home a Chromebook.
- During the first week of school, Chromebook user agreements will be distributed to students during homeroom or in grade-level assemblies.
- Signed agreements will be returned to students' homeroom teachers and will be picked up daily by ITRTs.
- A one day roll-out for each school will be held to communicate digital citizenship and Chromebook basics and distribute Chromebooks to all students.
- During unique situations, such as COVID-19, many of these procedures will become virtual and/or drive thru service. Deployment of devices will depend on the delivery of orders which may be subject to supply and demand.

(B) - September

- During school-based Open House, we will include a session for parents to address any issues, concerns, etc. regarding the Chromebooks.

(C) - Throughout the School Year

- Technicians will continue to provide technical support for teachers and students.
- ITRTs will continue to provide instructional and software support for teachers.
- Information and materials concerning Chromebook implementation, FAQs, and help information will be provided on the LCPS website. A link to this information will also be provided on each school's website.

During unique situations, such as COVID-19, many of these procedures will become virtual and/or drive thru service. Deployment of devices will depend on the delivery of orders which may be subject to supply and demand.

3 - Staff Training and Schedule

(A) - Google Certification Workshop

- Throughout the school year, a variety of options will be available for teachers to complete a Google Certification preparatory course and a variety of instructional tools and apps that work with the chromebook.

4 - Student Use and Rules

(A) - Receiving Your Chromebook

- Parent/Guardian Orientation

All parents/guardians are required to review the Chromebook procedures. An orientation session will be held during back to school night at each school. Parents must sign the appropriate forms before a student will be allowed to take home his or her Chromebook.

- Distribution

Students will receive their Chromebooks upon return of a signed LCPS Chromebook User Agreement during the roll-out.

- Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks at school. Both students and their parents/guardians must sign the appropriate forms prior to picking up a Chromebook.

(B) - Returning Your Chromebook

- End of Year

At the end of the school year, grades 2-7 students will turn in their Chromebooks. Grades 8-11 will have the option to store their chromebook at school or keep the device for the upcoming school year. For students required to turn in a chromebook, failure to do so will result in the student being charged the full \$300 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

- Transferring/Withdrawing Students

Students who transfer out of or withdraw from LCPS must turn in their Chromebooks to the school media specialist on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300 replacement cost. LCPS may also file a report of stolen property with the local law enforcement agency.

- **Graduation**

Students who graduate from LCPS must turn in their Chromebooks to the school media specialist on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300 replacement cost. LCPS may also file a report of stolen property with the local law enforcement agency.

(C) - Opting to leave the Chromebook at school

If a student and his or her family chooses not to take a Chromebook home.

- The student will stop in the media center and check out his or her Chromebook for the day.
- A student borrowing a Chromebook will be considered a “day user” and will be issued the same device each day.
- The student will be responsible for any damage to or loss of the issued device.
- The media specialist will keep a record of checked out Chromebooks through the library check-out system.
- The students who check out devices will be responsible for returning the device to the designated area before 2:50 p.m.
- If the Chromebook is not turned in by 2:50 p.m., the media specialist will submit a report to the administrative office and they will retrieve the device.

(D) - Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media specialist as soon as possible so that they can be taken care of properly. District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in your backpack or bag that will press against the cover.
- Even though your Chromebook is a touchscreen and can be used as tablet, you should not store it or carry it in tablet mode. The screen should always be closed inside the Chromebook for storage and transport.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

Barcodes

- All Chromebooks will be labeled with a barcode.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a barcode.
- The school reserves the right to take disciplinary action against any student who tampers with a barcode.

(E) - Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes.

If a student does not bring his or her Chromebook to school

- The student will not be allowed to check out a loaner from the media center.
- Teachers may require students to complete an alternate assignment instead of computer based work.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair in the media center.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Loaner Chromebooks will be checked out to students using the library's check out system.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The media specialist will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Chromebooks should be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Spare chargers may be available in limited numbers in the classroom.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times during school unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Headphones will not be provided by LCPS. Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only LCPS students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

(F) - Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the LCPS Acceptable Use Policy, administrative procedures, and all other guidelines in this document wherever they use their Chromebooks.

(G) - Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

(H) - Content Filter and Theft Protection

Content Filtering

- The district utilizes an Internet content filter called IBOSS that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

Theft Protection

- If a Chromebook is stolen, we have the ability to mark it as such so that it is unusable for anyone else. The Chromebook will display a message that it has been disabled along with contact information for returning the device to the central office. If you believe your chromebook was stolen at school, it should be reported to the building administration. If you believe your chromebook was stolen outside of school, a police report should be filed and sent to the school.

(I) - Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, and Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. These apps are available through the Lee County section of the chrome web store.
- Teachers may request additional apps through the ITRT staff.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- The district reserves the right to block web apps and extensions that interfere with the device's ability to run efficiently.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

(J) - Chromebook Identification

Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, barcode, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his or her time at LCPS. Take good care of it!

(K) - Repairing/Replacing Your Chromebook

Chromebook repair

- If your Chromebook is not working, notify your teacher and take it to the media center for repair.

Vendor Warranty

- Chromebooks include a three year platinum accidental warranty.
- Damaged devices will be repaired on site using vendor supplied parts or shipped to the vendor for repair.
- Loaners will be utilized when available while devices are repaired.
- All repair work must be reported to the media specialist

- In unique circumstances, such as COVID-19, LCPS may utilize devices not under warranty to provide a temporary solution. In the case of repairs to these devices, LCPS will repair the device on site or will provide a suitable replacement.

L) - No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

(M) - Appropriate Uses and Digital Citizenship

- School issued Chromebooks should be used for educational purposes, and students are to adhere to the LCPS Digital Citizenship Agreement at all times. Failure to use Chromebooks for educational purposes and/or to abide by the Digital Citizenship Agreement will result in the student's return of his or her school issued Chromebook.

5 - Inventory and Device Management

(A) - Ordering and Inventory

The Lee County Schools Technology Department will be responsible for ordering, inventorying, and distribution of all Chromebooks.

(B) - Ordering Quantities

A Chromebook will be initially ordered for every student in grades 2-12.

(C) - Distribution

- During Back-to-school night, an information session will be held with parents to provide initial information regarding Chromebook use and responsibility of user. Parents will be given the option to sign a device agreement at the end of the session if they opt for their student to take home a Chromebook.

- During the first week of school, Chromebook user agreements will be distributed to students during homeroom or in grade-level assemblies.
- Signed agreements will be returned to students' homeroom teachers and will be picked up daily by ITRTs.
- A one day roll-out for each school will be held to communicate digital citizenship and Chromebook basics and distribute Chromebooks to all students.
- Distribution procedures are subject to change during unique situations, such as COVID-19.

6 - Forms

Signing of the LCPS Chromebook User Agreement is signed acknowledgement of the receipt and acceptance of all forms listed below.

(A) - [LCPS Digital Citizenship Agreement](#)

(B) - [Lee County School Board Policy IIBEA/GAB, Acceptable Computer System Use](#)

(C) - [LCPS Chromebook User Agreement](#)



Lee County Public Schools Digital Citizenship Agreement



- The Lee County Public School System believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always logout before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, media specialist, counselor, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at me or my fellow students to my teacher, media specialist, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

By signing this agreement, I am accepting the terms of this agreement. I agree to be financially responsible for the replacement cost should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on campus.



LCPS Acceptable Computer System Use

Book - Lee County School Board Policy Manual

Section - I - Instruction

Title - Acceptable Computer System Use

Code - IIBEA/GAB

Status - Active

Adopted - June 12, 2006

Last Revised - June 13, 2019

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;

2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;
4. provisions establishing that all usage of the computer system be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyber bullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information regarding minors; and
9. a component on internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of , this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet. Furthermore, the School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board reviews and amends, if necessary, this policy every two years.

Adopted: June 12, 2006

Amended: June 13, 2019

Last Revised: June 10, 2021

Legal Refs.: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	EGAA	Reproduction and Use of Copyrighted Materials
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCPD	Professional Staff Discipline
	GCQB	Staff Research and Publishing
	IIBEA-R/GAB-R	Technology Use Guidelines
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

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LCPS Chromebook User Agreement



Dear Student and Parent(s):

Congratulations! You will soon receive a Lee County Public Schools mobile device. To promote anytime, anywhere learning, Lee County Public Schools is providing mobile devices for all students enrolled in school. The mobile device is an important part of your school's curriculum and you will use it in school almost every day. You can also take the device home if you and your parent/guardian read and agree to the terms on this form. If you and your parent/guardian do not agree, then you may use the device in school. However, you will not be permitted to take the device home. In exchange for Lee County Public Schools providing the mobile devices, the student and parent agree to abide by the terms and conditions as hereafter stated as follows:

Terms of Student Usage Agreement

- Students will abide by all policies outlined in the Student Code of Conduct . You and your parents receive and sign this document at the start of each school year.
- Students acknowledge that any issued device is the property of Lee County Public Schools (LCPS). It is yours to use, but it is owned by the school division. You will return the device to LCPS upon your withdrawal from the school division, at the end of the school year or immediately upon the request of a teacher, administrator or other school division official. Failure to return the Chromebook, for any reason, will result in a \$300 charge. Students will not be issued a new Chromebook until the fee is paid or the original Chromebook is returned.
- Students will adhere to these terms each time the device is used, including when not on school grounds.
- Students will make available for inspection by any school administrator or teacher any messages or files sent or received on their LCPS-issued device.
- Students will report to responsible school personnel any incidents of inappropriate electronic communications transmitted in any form using LCPS-owned technology.
- Students will not, in any way, deface the device.
- Students agree to transport their LCPS-issued device in the manner described in the LCPS Chromebook Procedures.
- Students will bring their LCPS-issued device, fully charged, with them to school each day.

If loss or damage occurs, students and their parent or guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of LCPS-issued mobile devices. Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.

- I. Repairs, Damages, and Charges:
 - A. Unintentional damage and/or manufacturer defects will be repaired at no cost to the student. Cost of repair is covered by the LCPS vendor warranty.

- B. Full price of repair or replacement for an **intentionally** damaged mobile device and a parent/guardian meeting with the principal and technology administrator is required.
- C. Charge of \$200 for lost mobile device and a parent/guardian meeting with principal required.
- D. If the student/parent does not follow the LCPS guidelines for stolen devices, a \$200 fee will be assessed.
- E. Faulty chargers will be replaced by LCPS.
- F. Lost or damaged chargers will be replaced by the student. Students can purchase a full replacement charger from the technology department for full replacement cost. There are also many third-party chargers available at local and online retailers. Students are welcome to replace their own charger or purchase spares as long as it is UL 60950 compliant. After graduation, students who turn in a device without a charger will be charged \$25.00.
- G. Multiple incidences of damage may result in the loss of privilege to take the mobile device home. This decision will be made by the principal and technology administrator.

If circumstances exist that substantiate a reduction in the amounts listed above, Lee County Public Schools reserves the right to make such reductions given the appropriate circumstances.

By our signatures below, the parent/guardian and student acknowledge:

- receipt of this Mobile Device Agreement Form
- understand and agree to the binding terms and conditions as set forth in this User agreement.
- If the student does not honor all the terms in this agreement and Lee County School Board Policy GAB-R/IIBEA-R, Acceptable Computer System Use, then the student may be denied access to the internet and other electronic media, may be subject to appropriate disciplinary action, and the LCPS-issued mobile device may be confiscated.

Student

Print full name of student _____

Grade _____

Student signature _____

Date _____

Parent/Guardian

Print name of parent/guardian _____

Parent/guardian signature _____

Date _____

This form must be completed and returned before a student will be allowed to take home a Chromebook.