R. A. Long 1:1 Device Checkout Parent Agreement

The **sole** purpose of the District assigned Chromebook is to provide access to the Google Classroom platform and digital tools (including curriculum) that is accessible online.

All students attending R. A. Long classes on campus are **required** to use a Longview School District Chromebook. This is necessary because:

- Students are unable to print from home devices
- Secure testing apps cannot be installed on home devices
- Teachers must be able to monitor students online during class time

Note: Full-time Running Start students should **NOT** check out a District device. Lower Columbia College provides Chromebooks that can run college course platforms.

Parent/Caregiver Roles

- Parents/caregivers are encouraged to monitor and/or limit their student's screen time while the device is used at home.
- The Chromebook is an educational tool and should not be used as a disciplinary tool. Grounding a student from using their Chromebook at school is the same as grounding the student from a textbook or other school supply.
- 1:1 Devices are not issued for use by siblings or other family members
- Students are **NOT** required to take Chromebooks home. Chromebooks can be left in the library to be charged overnight
- Chromebooks left at the library should be picked up in the morning and dropped off before leaving school at the end of the school day.

Chromebook Pick-Up and Return

- Students in Grades 10 - 12 are expected to pick up their assigned Chromebook **before the first day of school (August 26)**
- Parents/caregivers can pick up devices for students, but devices will not be released to siblings.
- Several pick-up dates are scheduled before the first day of classes.
- Chromebooks cannot be picked up during class time once classes start. Students will need to pick up Chromebooks for the school year before or after school unless they are new to the school.
- **CHROMEBOOK RETURN (Subject to change based on weather cancellations):**
- **Seniors:** May 31 - June 1, 2027
- **Grades 9 - 11:** June 4 - Jun 8, 2027
- It is the student's responsibility to return the Chromebook within those return dates. Chromebooks can be turned in **before** the dates, but should not be returned **after** those dates unless the student has been approved for summer school.

Chromebook Exterior

- Device barcode stickers are not to be removed
- Name barcode sticker is not to be removed
- Students may not put **ANY** stickers on the Chromebook that is issued to them. That includes taping stickers to the outside of the device. Students will be fined $1 for each sticker the librarian must remove.
- Students may not put tape over the camera. Students may use clip on security slides to cover the camera when it is not needed for assignments
- Students may not write on the interior or exterior of the Chromebook or the barcodes regardless of whether the writing can be washed off

Chargers and Charging

- Students must use the charger that is issued to them. Using a phone charger or off-brand charger may cause damage to the electronics in the device and void the warranty.
- Students are issued a charger that has a R. A. Long barcode on it. They are responsible for returning that charger. **Recommendation:** Students should take a picture of the charger assigned to them and favorite that image in their photos so they can quickly see which charger they were assigned
- Chargers that have had the barcode removed **will not be accepted,** and the student will be given a fine for the replacement of a new charger. **The current replacement cost is $17 (subject to change)**
- **Students should not loan their assigned charger to anyone.**
- Leaving a charging Chromebook under a bed often results in the Chromebook being stepped on and broken
- Chromebooks and chargers need to be kept out of reach of children and pets
- Students must bring a fully charged device to school daily
- **Lost, Damaged, or Nonfunctional Chargers:** Students who have lost their charger, have a charger that has been damaged, or that is not working should come to the library for a replacement charger immediately. Students may incur a fine for a lost or damaged charger. **There are no fines for chargers that quit working.**
- Students and parents may request that the device be left at the library nightly.

Carrying and Transport

- Students are strongly advised to purchase a shell or carrying case to protect their assigned device
- **Backpacks do not provide sufficient protection against breakage–even when the backpack has a designated storage area for laptops**
- Students should not carry liquids (like coffee, water, or soda) in the same carrier as the Chromebook
- Students and parents assume the responsibility for the replacement costs of Chromebooks that are left in unattended backpacks or in a car. Extreme heat and the possibility of theft is a risk when backpacks are stored in a vehicle.

Chromebook Screens

The following actions place stress on the screen and often cause cracks:

- Carrying the Chromebook by the screen
- Closing items like pencils or spiral notebooks in between the screen and keyboard
- Using the screen to trace images
- Stepping on the Chromebook
- Throwing things around the Chromebook
- Stacking things (like books) on top of the Chromebook
- Dropping a backpack with a Chromebook in it
- District provided warranties cover **ONE** accidental screen breakage. After that, the cost to replace a screen can be **as much as $85** (subject to change).

Forgotten Chromebooks

- Students may check out a 1-Day Loaner Chromebook from the library, but **must leave a cell phone** as collateral. **No other collateral is accepted.**
- The cell phone is returned as soon as the 1-Day Loaner is returned.
- **Chargers are not checked out for short-term use.**

Stolen Chromebooks

- Stolen Chromebooks must be reported to the **Longview Police Department and the librarian** within 24 hours of the theft.
- The librarian will provide the barcode and serial number of the stolen Chromebook so that parents can complete the police report.

- The process for reporting a Chromebook stolen is available on the R. A. Long Library 1:1 Chromebook Devices website page
- Students will be issued a different Chromebook

Lost Chromebooks

- If a student believes their Chromebook has been lost, they should immediately check all of their classrooms
- If a student cannot find their Chromebook, they should report it to the librarian within 24 hours so that the Chromebook can be shut down while we continue to look for it
- Students will be issued a service loaner to use while their Chromebook is missing
- Students are responsible for the replacement cost of a lost Chromebook ($306 for G9 models/$379 for G11 models)
- **Students should not loan their assigned Chromebook or charger to anyone--including siblings attending other schools**

Chromebooks Needing Repair

- Students and parents/caregivers are not financially responsible for repairs needed due to a defect in the Chromebook.
- Repeated damage will result in fines to cover the cost of repairs. This includes things like multiple cracked screens, chargers that have been chewed up by pets, keyboard keys that have been removed, and deliberate damage
- Chromebooks needing repair need to be brought to the Library as soon as possible
- Students will be given a Service Loaner Chromebook while their issued Chromebook is being repaired.
- Any Chromebook needing repair needs to be brought to the Library. *Students and parents should not contact the Technology Department nor should they attempt to have the device repaired by another party.*

Repair Costs/Fines - All Fines Paid in the ASB Office

- The most common fines are for the following: cracked screen, lost/damaged charger, keyboard, damage to the Chromebook exterior
- An updated estimation of fines for repairs is available on the R. A. Long Library 1:1 Chromebook Devices webpage

Use of the Chromebook

- Students will not attempt to get around the Internet filters that are required by State and Federal law.
- Students will not attempt to bypass Hapara.
- Students will not attempt to hack into the LPS-Student WiFi or any Longview School District network. ***Students attempting to bypass District security or networks will have their profile shut down.***
- Students will not teach or encourage others to get around the District filters
- Students may not use their Chromebooks for video conferencing. If a student needs to video conference with a healthcare professional or court official, they should go to the Main Office to make arrangements. This preserves the right to privacy and the safety of other students within the school setting who may have protective orders in place.
- Students must keep their password and profile safe and secure. ***Students should not tape their username or password inside their assigned Chromebook.***
- Students are responsible for any content or message sent or viewed using their profile.
- Students need to be aware that their use of the Chromebook will be monitored by the District Technology Department as well as by building administrators and teachers.
- **Students need to remember that the Chromebook is not their personal device.**
- **Students using another student's profile will have their own profile shut down.**

Access the R. A. Long Library
1:1 Chromebook Devices Page
https://bit.ly/RAL121

Please list the students in this household who will be attending R. A. Long High School for the 2025-26 school year.

Name	Grade
Name	Grade
Name	Grade
Name	Grade

- I have read and understand the R. A. Long 1:1 Device Checkout Parent Agreement
- I understand that the use of the Chromebook is a privilege and my student(s) have responsibilities that go with that privilege that are the same as the responsibilities for using a District supplied textbook
- I agree that I will not use the Chromebook as a disciplinary tool by withholding it from my student during the school day
- I understand that students do not have to take the Chromebook home with them nightly, but are expected to have their Chromebook daily
- I understand that a student's violation of the Student Agreement can result in discipline or potential fines.

Parent Signature	Date

Parent's Printed Name: _____