



New Albany Floyd County Schools Technology Use Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of an Chromebook, between The New Albany Floyd County School Corporation (“NAFC”), the student receiving an Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with an Chromebook, software, and related materials for use while a student in NAFC, hereby agree as follows:

1. Equipment:

- a. Ownership: NAFC retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, NAFC administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample storage space, educational applications, and wireless network capability. NAFC will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the Chromebook is inoperable, NAFC has a limited number of replacements for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. NAFC does not accept responsibility for any such files or software.

2. Damage or Loss of Equipment:

- a. Warranty for Equipment Malfunction: Student / Parent / Guardian will incur additional charges for repairs not covered by warranty,
- b. Responsibility for Damage: The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the **Standards for Proper Chromebook Care** document, for a description of expected care. In the event of damage, Student and Parent will be billed for the cost to repair the device.
- c. NAFC reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:
 - i. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school. (See the **Standards for Proper Chromebook Care** document for definitions of “attended,” “unattended,” and “locked”).
 - ii. Lending equipment other than to one’s parents/guardians.
 - iii. Using the equipment in an unsafe manner. (See the **Standards for Proper**

Chromebook Care document for guidelines of proper use.)

- d. Responsibility for Loss: In the event the Chromebook /case is lost or stolen, the Student and Parent will be billed the full cost of replacement.
- e. Actions Required in the Event of Damage or Loss: Report the problem immediately to the School Administration. If the Chromebook is stolen or vandalized while not at NAFC or at an NAFC sponsored event, the Parent shall file a police report with the school's SRO.
- f. Technical Support and Repair: NAFC will provide technical support, maintenance and repair during school hours. **Any attempt to repair outside of NAFC may result in the Student and Parent being charged the full replacement cost.** A regular summer maintenance plan is scheduled and all devices will be collected at the end of school.

3. Legal and Ethical Use Policies:

- a. Monitoring: NAFC will monitor Chromebook use using a variety of methods – including electronic remote access – to assure compliance with NAFC's Acceptable Use Policy.
- b. Legal and Ethical Use: **All aspects of NAFC's Acceptable Use Policy remain in effect.** NAFC will provide content filtering within the NAFC network and outside of the network. Any attempt to circumvent or disable this filter will result in disciplinary action. However, NAFC does not have full control of the information on the internet or incoming email from a non-NAFC email provider.
- c. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.
- d. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NAFC reserves the right to ensure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

I have read the Chromebook Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions. This form must be signed and returned (keep the Agreement, return just this signature page below) before a device will be issued to the student and allowed to go home.

Student Name (printed clearly)

Student Signature + Date

Parent/Guardian Name (printed clearly)

Parent/Guardian Signature + Date
