

School Loaner Chromebook Guidelines: Acceptable Care & Use

General Use

- Loaner Chromebooks are provided as a temporary replacement and must be returned by the end of the school day (unless otherwise instructed).
- Only school-related work should be completed on the device. Personal use is not permitted.
- Students must log in with their school-issued credentials.

Proper Care

- Always carry the Chromebook with two hands and keep it in a secure location when not in use.
- Do not place heavy objects on top of the Chromebook.
- Keep food and drinks away from the device to prevent spills.
- Do not remove any labels, stickers, or asset tags from the Chromebook.
- Avoid pressing too hard on the screen or placing objects between the keyboard and screen when closing.

Charging & Storage

- Chromebooks should be charged before returning if possible.
- If the battery is low, inform the designated staff when returning the device.
- Store the Chromebook in a safe place when not in use.

Acceptable Use

- The school's acceptable use policy applies to loaner Chromebooks.
- Students must not attempt to alter the device in any way.
- Inappropriate content, gaming, or social media use is strictly prohibited.
- Any damage or technical issues must be reported immediately to the designated staff.

Return Policy

- Chromebooks must be returned in the same condition they were issued.
- Failure to return a loaner Chromebook may result in disciplinary action or replacement fees.
- By using a loaner Chromebook, students agree to follow these guidelines to ensure responsible use and proper care of school technology.

Failure to comply with the General Policies listed above may result in the loss of loaner privileges for a time period to be determined by the school administration.

Device Repair List (effective January 1, 2025):

- Screen replacement - \$35
- Replacement charger (lost) - \$15
- Sticker/defacing (**for new devices issued after 12/16/24**) - \$10/sticker
- Keyboard replacement - \$40
- Replaceable plastics/chassis - \$50
- Replacement for lost or unrepairable damaged device - \$300

Payment Options:

- **By Mail or In Person:**

Scituate Public Schools

Attn: Accounts Receivable

606 Chief Justice Cushing Highway

Scituate, MA 02066

- **Online:**

Payments can be made through our secure [UniPay link](#).

- Scroll down to Technology Fees and then select the fee you are paying.