



LAYTONSVILLE ELEMENTARY SCHOOL

21401 Laytonsville Road • Laytonsville, Maryland 20882

PHONE: 240-740-1660 • FAX: 301-840-7147

LES Technology Use Agreement

In preparation for the new school year, please review and sign this agreement with your child. Signed agreements should be returned to teachers by Friday, Sept. 12, 2025.

This year, your child is assigned a Chromebook for use at school. The following MCPS regulations apply while using any MCPS Chromebook device. Please note, any device that connects to the MCPS wireless network is subject to MCPS regulations. Please review the information carefully.

1. [Responsible Use of Technology](#) - Student Expectations
 - A. Google Apps for Education accounts and the Chromebooks are for EDUCATIONAL USE ONLY. This includes all apps, websites, email and more. Teachers can monitor all student activity on their Google accounts and Chromebooks.
 - B. Students will communicate only in a respectful and appropriate manner, being mindful of digital citizenship. Students cannot send or receive emails from any account other than MCPS Google education accounts.
 - C. Students will not divulge their passwords or otherwise allow access to their network accounts by anyone other than an authorized teacher, administrator, or parent/guardian for the purpose of maintaining the network. Students will safeguard their own personal data and information.
 - D. Students will not circumvent or disable filtering or other technology protection measures put in place by system administrators without proper authorization.
2. [Responsabilidades de los estudiantes](#) (IGT-RA)
 - A. The student shall be held responsible for the careful use and protection of the equipment assigned to him/her.
 - B. Chromebook serial numbers, identification labels, and internal components may not be altered.
 - C. Damaged Chromebooks must be reported immediately to any teacher, administrator or the Library Media Specialist.
 - D. Failure of the student to comply with proper care and procedures will require the principal to assess loss or damage and issue an obligation. ([repair costs](#))
 - E. Staff reserve the right to revoke privileges associated with any of the following conditions:
 - Disrupts the learning environment or approved school activity.
 - Use without teacher permission.
 - Poses a threat to academic integrity.
 - Violates confidentiality or privacy rights of others during the school day and/or after-school activities.
 - Use of electronic devices with camera and recording functions to take or transfer any image or recording at any time on school premises without teacher permission.
 - Creates safety concerns.
 - Violates criminal laws.



LAYTONSVILLE ELEMENTARY SCHOOL

21401 Laytonsville Road • Laytonsville, Maryland 20882

PHONE: 240-740-1660 • FAX: 301-840-7147

Chromebook Care

- Students must treat Chromebooks gently, close them carefully without shutting objects inside, carry them closed with two hands, never leave them on the floor, never let them near food or drinks, as well as log off and shut down at the end of the day.
- Students must not peel or pick at any Chromebook parts or labels.
- Click [here](#) to see the costs to repair a Chromebook. (See electronic copy for link.)
- **Consequences**
 - First warning - review of expectations with staff member or principal
 - Second warning - Parent conference, possible loss of Chromebook privileges.
 - Third warning - subject to disciplinary action in accordance with [A Student's Guide to Rights and Responsibilities in MCPS](#) (page 6 under Technology) and may include loss of access to resources. Note that serious offenses may skip first and second warnings.

Chromebook Expectations for Students



Students will...



Students will NOT...

- | | |
|--|--|
| <ul style="list-style-type: none">• Only visit or install approved websites for school work.• Close the Chromebooks when not in use.• Hug the closed Chromebook when walking.• Shut down the Chromebook at the end of the day.• Return and plug in the device to the correct cart location each day.• Treat the device with care. | <ul style="list-style-type: none">• Remove MCPS labels, or any parts.• Share username or password information with others.• Eat or drink near the device.• Add stickers or write on the device.• Hit keys too hard or too quickly• Close the Chromebook with anything inside it.• Handle the chromebook inappropriately, causing damage - for example:<ul style="list-style-type: none">○ Poke the screen○ Pound or bang the trackpad |
|--|--|



LAYTONSVILLE ELEMENTARY SCHOOL

21401 Laytonsville Road • Laytonsville, Maryland 20882

PHONE: 240-740-1660 • FAX: 301-840-7147

If damage or loss occurs, students and/or their families will be [financially responsible](#) for damages to or replacement of their Chromebook. <https://bit.ly/FY25MCPSCBRepairFees>

Personal Mobile Devices (PMDs)

MCPS Regulation COG-RA defines PMDs as any non-MCPS-issued device used to send or receive data via voice, video or text and includes mobile phones, e-readers, tablets, personal computers, smart watches, or other devices equipped with microphones, headphones, speakers, and/or cameras.

Elementary students in MCPS may only use these devices before and after the student day. **Should you choose to send a PMD to school with your child, it must be turned off and stored in the backpack during the instructional day and MCPS nor Laytonsville are responsible for lost, stolen, or damaged PMDs.**

SETTING	ELEMENTARY
Before and After School	✓
Instructional or Class Use	✗
Lunch	✗
Between Classes or Transition Periods	✗

You may view the LES Technology Use Agreement online for full access to hyperlinked material: <https://bit.ly/4gmSiel>



Agreement Signatures

I acknowledge the Chromebook issued to me is the property of Montgomery County Public Schools and that it, along with any other device connected to MCPS WiFi, is subject to all information included in the Laytonsville Elementary Technology Use Agreement. I understand my role to safeguard the Chromebook from damage and take reasonable steps to prevent theft. Upon request, I will return the Chromebook in proper working condition.

I have read the Laytonsville Technology Use Agreement and understand the importance of safe and responsible use of technology. I agree to the expectations outlined in the Laytonsville Elementary Technology Use Agreement.

Student Name Printed: _____ Teacher: _____

Student Signature: _____ Date: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ Date: _____