

Norwood Public Schools

Grades 1-12 | 1:1 Parent/Guardian and Student Chromebook Loan Agreement Form

Norwood Public School students actively attending grades 1-12 will be assigned a Chromebook laptop, case and charger beginning in the school year. Students in grades 6-12 will be able to bring their Chromebooks home with them throughout the school year until they have withdrawn from the district, graduated or the Norwood Public Schools has asked for them to be returned. The student is responsible for their device at all times.

Participation in this program is subject to the following terms of this agreement:

1. The chromebook assigned to the student is the sole property of the Norwood Public Schools and is on loan to the student until withdrawal, graduation, or at which time the Norwood Public Schools requests the Chromebook to be returned.
2. In order to receive a Chromebook, the student must be actively enrolled in the Coakley Middle School or Norwood High School.
3. The student and parent/guardian agree to abide by the conditions in the [Norwood Public Schools Chromebook Use Guidelines and Procedures](#) document.
4. While using the Chromebook, the student will agree to abide by the [Norwood Public Schools Responsible Use Policy](#) for technology usage.
5. The student will not alter the operating system (OS) of the Chromebook in any way, including, but not limited to, installation of an additional OS or the deletion or factory reset of the current OS.
6. The student will not alter the physical components of the Chromebook, including the installation of new hardware components or the removal of existing hardware components.
7. The student will not alter the physical appearance of the Chromebook including the removal of asset tags or the addition of stickers or writing on the device.
8. The student is the exclusive user of the device and no other user shall be granted use of the Chromebook.
9. The Chromebook, case and charger will be returned in good condition to the Norwood Public Schools upon withdrawal or transfer.
10. The care and maintenance of the Chromebook, case and charger are the responsibility of the student. A fee will be assessed for lost, damaged or stolen Chromebooks in situations that are not covered by insurance. Fees will be determined on a case by case basis but can reach up to the full replacement cost of the device of \$215.
11. Optional accidental insurance coverage is available for \$30 per year through the Norwood Public Schools. **If insurance coverage is declined, any cost associated with the damage, loss or theft of the Chromebook will be the responsibility of the student and parent/guardian.** Insurance does not cover loss or damage to chargers.

Norwood Public Schools Chromebook Loan Agreement

ALL students must bring this signed page to pick up their Chromebook, and if purchasing Accidental Insurance, a check/money order for \$30

Parent/Guardian Agreement/Waiver: Check appropriate boxes and initial

- ☐ I agree to these terms and authorize distribution of a Chromebook to my child _____
- ☐ I will purchase the \$30 per year Accidental Coverage. A check or money order, made payable to **Norwood Public Schools** is enclosed with this document _____
 - ☐ Check or Money Order # _____
- ☐ I decline purchasing the accidental insurance, and understand my obligation to pay for repair or replacement of the Chromebook _____

If you qualify for free/reduced lunch and would like to apply for reduced insurance, please email npschromebooksupport@norwood.k12.ma.us (do not check off this on this document, just email us)

Student Name (Print clearly): _____

Parent/Guardian Name (Print clearly): _____

Parent/Guardian Signature: _____

Date: _____

Student Agreement: I have read and understand this loan agreement and the NPS *Chromebook Use Procedures and Guidelines* and agree to abide by the terms and conditions contained within both documents.

I also agree to the following specific expectations (**please initial each line**):

- ☐ I will use and transport my Chromebook in its case. _____
- ☐ I will bring my Chromebook to school each day, fully charged. _____
- ☐ I will keep my Chromebook in good working condition, making every effort to avoid unnecessary damage. _____
- ☐ I will use my Chromebook responsibly and productively while in school. _____
- ☐ I agree to abide by the terms and conditions contained within the Norwood Public Schools *Responsible Use Agreement*. _____

Student
Signature: _____ Date: _____

