



## ACA Chromebook Student (Take Home) Usage Agreement (Covid-19 Edition)

Although the ACA Chromebook program assigns Chromebook 1:1 to students to be used in school; students in grades 6-12 have the option to check out their assigned Chromebook to take home to accommodate distance learning during campus closure because of the Covid-19 pandemic. Approval to check out the Chromebook to be taken home during this period requires this signed agreement to be handed to an admin, acknowledged and signed and by a parent or guardian at Chromebooks pickup day.

Student/Borrower's Name: \_\_\_\_\_ Student

ID# \_\_\_\_\_

Chromebook ID: \_\_\_\_\_

**By signing this agreement, borrower and parent/guardian acknowledge the receipt of the above Chromebook and agree to abide by the following in addition to ACA's general Chromebook Student Usage Agreement on page #2:**

- To be financially responsible for the replacement value of the Chromebook in case it's damaged, lost, or stolen as determined by Arizona Cultural Academy & College Prep. Value of repair or replacement will range depending on the damage up to \$350.
- To ensure that, when the Chromebook Device is being transported, it is as secure as possible.
- That if the borrowed Chromebook is not returned to school in its original condition, reasonable wear and tear excepted, or if the Chromebook is damaged due to borrower's negligence or not utilizing reasonable care in the use of the Chromebook, reasonable wear and tear excepted as determined exclusively by ACA, replacement value is **\$350**.
- All required repairs for Chromebooks Devices will be processed by the Arizona Cultural Academy & College Prep Technical Support Department.
- That the Chromebook is the property of Arizona Cultural Academy & College Prep and must be returned:
  1. Before Borrower's last day of school if the borrower is transferring out of school.
  2. When requested by the IT Department for service and checking.
  3. On Random inspection days decided by the administration.

## ACA's General Chromebook Student Usage Agreement

I, (your name) \_\_\_\_\_ agree to the following:

**Definitions:** "Chromebook" includes any part of the Chromebook package, including the Chromebook laptop, the charger, and protective covers.

- I understand that I am assigned a Chromebook that I will use throughout the academic year unless confiscated for misuse.
- I understand that I am responsible for the Chromebook assigned to me and report any problems or damages immediately to the school's IT department @[lama.zaino@azacademy.org](mailto:lama.zaino@azacademy.org)
- I will not let anyone else use, access, or take my assigned Chromebook .
- I will not remove, install or download software ("apps") that is not approved by administration or teachers.
- I will not unscrew, open, or otherwise tamper with the Chromebooks or the protective cover.
- I will keep Chromebook and the case must remain free of any writing, drawing, stickers, or labels that are not the property of Arizona Cultural Academy & College Prep.
- I understand I will be fined up to **\$350** to cover the costs if I lose or damage my assigned Chromebook.
- I understand and accept the following privacy statement:
  - The Chromebooks are school equipment. Students do not have an expectation of privacy with regard to use of the Chromebooks. The school can and will monitor their use, including but not limited to web browsing history and GPS location.

**Student's use of a Chromebook is a privilege, not a right.**

### **Respectful, Responsible and Ethical Use and Care of Chromebooks**

1. Carry Chromebook with two hands.
3. No food or drink near the Chromebook.
4. Sit Chromebook flat on the desk.
5. No pencils or pens near the screen.
6. Open and close the Chromebook carefully and type gently on the keyboard.
7. Do not insert anything into the openings of the Chromebook.
8. Only use a clean, soft cloth to clean the screen; no cleansers of any type.
9. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
10. Chromebooks must always be within the protective case when being transported.

***Please do not remove any identification tags from any component. If in the event that any of these tags become removed, please notify the school immediately for a replacement.***

I understand and agree to these terms.

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**Parent's Name**

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**Admin'd Signature**

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**Date**