



## Hanover Public Schools Chromebook Loan Agreement

**Students in the Hanover Public Schools (HPS) Chromebook Loaner Initiative are issued a Chromebook laptop and charger. The Chromebook and charger are on loan and remain the property of the HPS. Students will keep the Chromebook until they return to normal school schedule.**

**STUDENT:** I have read this Hanover Public Schools Chromebook Loan Agreement. I understand and will abide by the [Student Technology and Online Acceptable Use Guidelines](#) and the policies in the [Student Rights and Responsibilities Handbook](#). I further understand that with any violation of the guidelines outlined below, school disciplinary or legal action may be taken.

**PARENT/GUARDIAN:** As the parent or guardian of this student, I have read this Hanover Public Schools Chromebook Loan Agreement. I understand that the laptop access is designed for educational purposes. I recognize it is impossible for HPS District to restrict access to all controversial materials and I will not hold HPS responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue a device intended for my child and certify that the information contained on this form is correct.

**BOTH STUDENT & PARENT/GUARDIAN:** **Damage/Repairs:** If a laptop is damaged beyond repair and needs to be replaced, HPS will evaluate replacement options on a case by case basis. A student may be held responsible for some or all of the replacement costs and possible disciplinary action.

**Theft/Vandalism/Fire:** In cases of issues due to theft, vandalism, fire and other criminal acts; parent/guardians should report to the schools office. The principal will connect the family to a youth officer that can help file a police, or fire, report. This report **MUST** be filed by the parent/guardian in order for a replacement laptop to be requested.

### Student Pledge for Chromebook Use:

1. I will take care of my laptop by protecting it from extreme hot and cold temperatures, keeping food and beverages away from it, and transporting it safely to and from school.
2. I agree to the terms and conditions of the Student Technology and Online Acceptable Use Guidelines and the policies in the Student Rights and Responsibilities Handbook.
3. I agree to follow the guidelines in the Chromebook Care and Use Guide.
4. I will be the primary user of the laptop and never loan it to other individuals.
5. I will make every effort to have a charged laptop ready for the school day.
6. I will never leave my laptop unattended in an unsecure location.
7. If my laptop is not working properly, I will bring it to the designated help desk at the school. I will not attempt any repairs on my own or through someone other than the HPS.
8. I will not place decorations (such as stickers, markers, etc.) on the HPS laptop or HPS case/shell.
9. I understand that my laptop is subject to inspection at any time without notice.
10. I understand that damage or loss caused by neglect or abuse will be reviewed on a case by case basis. As with the assignment of textbooks, I could be held partially or fully responsible for damages/loss. Optional insurance that covers damage and loss will be available.

I have read and agree to the terms and conditions in this document, the [Student Technology and Online Acceptable Use Guidelines](#) and [Chromebook Care and Use Guide](#).

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(please print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_  
(please print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_