

SRSD Chromebook Agreement Form

Receiving Your Device

All Sanborn Regional School District students in grades 3 and above will be assigned a device. The device will be checked out to the student through the school tracking system. Students and a parent/guardian must sign the Digital Computing Device Loan Agreement prior to picking up a device. This agreement applies to all school-issued devices.

Returning Your Device

At the end of the school year, or if a student withdraws from the Sanborn Regional School District, the device will be checked back in through the school tracking system. Failure to turn in the device will result in the student being charged the full replacement cost for the device. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

Device Care

Devices are not allowed to leave the school property unless authorized by the school administration. Student care of device begins on the first day of receiving their assigned device. General care includes using and handling it properly at all times. If a student finds that their device is not working properly, it must be taken to the library as soon as possible so it can be taken care of by the school district. Students should never leave their devices unattended except in the classroom charging stations

Students should adhere to the following general precautions when caring for their device:

Close device when carrying.

Carry device with two hands

No food or drink should be next to the device.

Cords, cables, and removable storage devices must be inserted carefully into the device.

The devices must remain free of any writing, drawing, or non-removable stickers.

Always transport the device with care.

Never lift the device by the screen.

Never carry devices with the screen open.

Do not put pressure on the top of a device when it is closed.

Do not store a device with the screen open.

Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).

Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Device Identification

All devices will be labeled with a Sanborn School District asset tag, School Library barcode and student name. The asset tag, barcode, and nametag indicate the device is property of the Sanborn Regional School District and provides information that allows the District to determine the name of the student to which the specific device has been assigned.

Asset tags, barcodes, and name tags may not be modified or tampered with in any way.

Students may be charged up to the full replacement cost of a device for tampering with an asset tag, barcode, or nametag or turning in a device without an asset tag, barcode, and nametag.

Device Repair

Devices requiring repair must be brought to the Library. Adults will assess damage. If it is determined that the damage is malicious and/or not the result of normal wear and tear, the student may be required to pay the cost of repair.

Content Filter

School-issued devices have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) and prevents students from accessing harmful content. All devices will have Internet activity monitored by the district while on campus.