

# SEHS Chromebook Rental Policy

Below are additional guidelines pertaining to the school owned Chromebook Rental Program, all other terms in the Acceptable Use Policy (pages 33-39 of the student handbook) continue to apply. **Students and parents are required to read and return the attached agreement in order to receive a Chromebook.**

## I. Ownership

Dell and Acer Chromebooks and chargers distributed to students are the property of St. Edward High School and/or Lakewood Board of Education and are being distributed to students for the purposes outlined herein. Students are to return their devices at the conclusion of each school year. Instructions for device return at the end of the school year will be publicly posted and announced. Should a participating student withdraw from SEHS, the student will promptly surrender the device to SEHS administration.

## II. Acceptable Use

Participating students are only authorized to use the device in a manner consistent with the established instructional, research, and administrative objectives of SEHS. The student shall comply with the policies and guidelines established in the SEHS Student & Parent/Guardian Handbook 2016-2017 ("the Handbook"), including, but not limited to, the section entitled "St. Edward High School Personal Computing Device, Computer Network and Internet Acceptable Use Agreement" in the Handbook.

## III. Liability and Privacy

Students will be responsible for all material transmitted or stored on the device. Students will also ensure that the device will be free from all content that may compromise the SEHS network, equipment, or software that may be inconsistent with the mission and integrity of SEHS.

## IV. Repair and Maintenance

Given the possibility the devices shall be rotated to other students, at the conclusion of a school year, SEHS will be removing content from the devices and "powerwashing" (setting back to factory defaults) them. Students are responsible for transferring their content prior to the collection of the devices. In most cases student data will be stored in the cloud (i.e. Google Drive). SEHS cannot guarantee the privacy of the content transmitted and stored on the devices. SEHS reserves the right to monitor and inspect the devices consistent with the policies and procedures outlined in the Handbook. Any inspection of graphics, videos, written content, or the like shall be reviewed by at least two (2) SEHS administrators, given just cause.

**St. Edward High School cannot be held liable for unattended, lost, stolen, or damaged devices, whether such device is personally owned by the student or is a school-provided device.**

In the event a device is lost, stolen, damaged, or in need of repair, the student must report such occurrence to SEHS Technology Department immediately. In the event a device is stolen off campus, the parent shall also provide a copy of the filed police report to SEHS administration.

If Chromebooks are damaged, but repairable (broken screen, significant cosmetic damage, etc) students will be charged a repair/maintenance fee per such occurrence.

If Chromebooks are damaged beyond repair, students are responsible for the full replacement cost.

If an Acer Chromebook Charger is damaged beyond repair, students are responsible for the full replacement cost. If a Dell Chromebook Charger is damaged beyond repair, students are responsible for the full replacement cost.

## V. Disciplinary Measures

Noncompliance with the expectations outlined herein will result in SEHS reclaiming the device from the student; in such a case the offending individual would face disciplinary measures consistent with the policies and procedures outlined in the Handbook.

SEHS CHROMEBOOK RENTAL AGREEMENT

Please sign below to acknowledge that you have read and agree to the terms described in the SEHS Chromebook Rental Agreement. Students must return this completed form to receive a Chromebook.

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
DATE