

The use of a Chromebook is a privilege extended to students for use inside and outside of school. All devices are and remain the property of the New Paltz Central School District and are loaned to the students. With this privilege comes responsibility and, as a condition of use, students and parents/guardians must sign this Contract, Permission and Acknowledgement form, and agree to comply with all of the following:

- Students will use Chromebooks in the classroom when instructed to do so by a teacher.
- Chromebooks will be fully charged at home for the start of the school day.
- Inappropriate media may not be used as a background on your device. For example, language or images that advocate violence, use of weapons, alcohol, drugs, depict lewd, obscene and/or sexual content, or any other inappropriate symbols/images/pictures will result in disciplinary consequences.
- Chromebooks must remain free of any writing or drawings on the surface of the device.
- Chromebooks must never be left unsupervised.
- Power cords and adapters should be left at home
- Check to make sure nothing is placed in-between the keyboard and screen when the Chromebook is shut.
- Chromebook screens may be cleaned with a soft, dry cloth, but never with any harsh chemicals or rough material that could damage the screen.
- Web browsing is for educational/school purposes only.
- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher approval.
- In your classroom, carry your Chromebook with the lid closed using two hands.
- When moving between classrooms, place Chromebook in the case, zip it up and carry it with handle. Never throw, slide, drop or press down hard on your Chromebook.
- No food or drinks are allowed near the Chromebook.
- Cyberbullying is strictly prohibited. Such conduct will not be tolerated and appropriate disciplinary action will be taken immediately by school/district administration.

Serial #: _____

Student Responsibilities and Permission

I agree to take good care of the New Paltz Central School District Chromebook while it is in my possession. I will not throw, drop, or damage it in any way. I will not give the Chromebook to another student or anyone else for his/her use. I will use the Chromebook in the appropriate manner and will follow classroom rules. I agree to return the device, including case, cord, charger, etc., in good condition when I withdraw or graduate from the New Paltz CSD. I agree to abide by the New Paltz CSD Acceptable Use Policy and the guidelines above and will report any problems with the Chromebook to my teacher immediately. Should I commit any violation, my access privileges may be suspended or revoked, and school disciplinary action and/or appropriate legal action may be taken.

I understand that I am responsible for the appropriateness of all files, data and Internet history on my assigned device. I also understand that the device is subject to inspection and review to ensure that it is being used properly and that there is no expectation of privacy on the device as it is District owned equipment.

I understand that I am not permitted to take any photographs, videos or audio recordings of other students or staff without their prior consent. The possession, forwarding or uploading of unauthorized photographs, video or audio to any website, network storage area or person is prohibited.

Student Name (printed) _____

Student Signature _____ Date _____

I have received a(n):

Chromebook AC Adapter Carrying Case Earbuds

Parent/Guardian Responsibilities and Permission

I am authorizing the use of a Chromebook by my child. I understand that it is to be used as a tool for reading and learning and that my child will comply with the New Paltz CSD Acceptable Use Policy. I will help ensure the safe return of the device when my child is withdrawn or graduates from the New Paltz CSD. I understand that I am financially responsible for any willful or malicious damage to the device or replacement of the device if it cannot be repaired. I understand that my child may lose future loan privileges of the device if the Chromebook is either damaged or not returned in good condition and in a timely manner.

Guardian Name (printed) _____

Guardian Signature _____ Date _____

For Technology Office use only:

Received by: _____ Date: _____
Technology Department