



**NORTHERN LEHIGH SCHOOL DISTRICT  
AGREEMENT FOR CHROMEBOOK/LAPTOP USE**



In exchange for the Northern Lehigh School District allowing Students to use and possess a District-Owned Chromebook/Laptop, or any loaner or replacement Chromebook/Laptop provided at the discretion of the District, the Student, Parent/Guardian, and Northern Lehigh School District agree to the following:

1. The Student and Parent/Guardian understand and agree the Chromebook/Laptop, case and charger are the property of the Northern Lehigh School District and the Student has no right to alter, install or remove any hardware, software, or applications on the Chromebook/Laptop.
2. Student and Parent/Guardian acknowledge receipt of **School Board Policy 815: Acceptable Use of Internet and District Technology Resources**, and **Policy 708: Lending of School Owned Equipment and Books**, and **Expectations and Guidelines for Use of Student Chromebook/Laptops** and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement. **NLSD school board policies may be found on-line at <http://www.nlsd.org> , click on the POLICIES icon at the right of the screen which will take you to the Board Doc Policy manual. Click on the Policies tab at the top right of the page, then choose the appropriate numbered category on the left side of the page.**
3. Insurance Options:
  - a. **(Insurance Option)** Parent/Guardian may purchase Chromebook/Laptop insurance for the District-Owned Chromebook/Laptop. The insurance premium will be waived for any family that participates in the **Free Lunch Program**. The premium will be discounted by 50% for any family that participates in the **Reduced Lunch Program**. A deductible will be charged for each covered claim and is in addition to the insurance premium payment. Parent/Guardian may not substitute homeowner or other personal insurance for district Chromebook/Laptop insurance. The district reserves the right for final determination of insurance claims. The district Chromebook/Laptop insurance covers the Chromebook/Laptop, power charging adapter, and case.

The premium for District Chromebook insurance is \$20 per school year. Maximum of \$80 per family districtwide, including Chromebook and Laptop insurance. Deductibles are as follows:

- Incident of damage not covered under warranty - \$50
- Theft, loss or damage of charger - \$15
- Theft, loss or damage of case - \$15
- Theft or loss of Chromebook - \$125

The premium for District Laptop insurance is \$40 per school year. Maximum of \$80 per family districtwide, including Chromebook and Laptop insurance. Deductibles are as follows:

- Incident of damage not covered under warranty - \$80
- Theft, loss or damage of charger - \$30
- Theft, loss or damage of case - \$15
- Theft or loss of Laptop - \$300

- b. **(Non-Insurance Option)** The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the Chromebook/Laptop while it is in the possession, custody or control of the student.



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Estimated Chromebook repair costs without insurance are as follows:

Incident of damage not covered under warranty - \$100

Theft, loss or damage of charger - \$30

Theft, loss or damage of case - \$30

Theft or loss of Chromebook - \$250

Estimated Laptop repair costs without insurance are as follows:

Incident of damage not covered under warranty - \$160

Theft, loss or damage of charger - \$60

Theft, loss or damage of case - \$30

Theft or loss of Laptop - \$600

4. In some instances it may be necessary for a Technology Department staff member to access the Chromebook/Laptop remotely to resolve a technical problem. If this is necessary, the Student will be asked for verbal permission before the remote access is performed. If verbal permission for remote access is granted, a permanent record of the approval will be logged by the Technology Department staff member along with the time, date and duration of the access. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all Chromebooks/Laptops.
5. The Student will not permit individuals, other than District personnel, to access the Chromebook/Laptop. The Student must follow all copyright laws. The Student shall not use or allow the Chromebook/Laptop to be used for any illegal reasons or reasons prohibited by **School Board Policy 815: Acceptable Use of Internet and District Technology Resources**.
6. The Student and Parent/Guardian agree the Chromebook/Laptop is deemed to be in the custody of the student from the time the Student receives the Chromebook/Laptop until the time the Chromebook/Laptop is returned to a designated school representative. If the Chromebook/Laptop is lost or stolen at school or on school property, which includes on the bus to and from school, the Student must notify the Principal immediately.

If the Chromebook/Laptop is lost or stolen at home or off school property the Parent/Guardian and Student must immediately notify the Principal of the incident along with all relevant details no later than the next school day after the occurrence. In addition, a police report must be filed by the Student or Parent/Guardian within 48 hours of the occurrence.

In the event the Chromebook/Laptop is lost, damaged or stolen while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the cost to repair or replace the Chromebook/Laptop. If the claim is covered by the applicable District insurance, then Student and Parent/Guardian shall only be responsible for the costs not covered by insurance, including, but not limited to, any deductible. The Parent/Guardian may not substitute homeowner or other personal insurance for District Chromebook/Laptop insurance.

7. The Student and Parent/Guardian understand and agree they are not to attempt any repairs on the Chromebook/Laptop and that damaged Chromebooks/Laptops must be returned to the Technology Department for repair/service.



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8. The Student understands and agrees that at the end of the school year, or upon request from any school official, the Chromebook/Laptop will be returned to the District in the same condition the Chromebook/Laptop was originally provided, except for normal wear and tear as determined by the District. Any failure to return the Chromebook/Laptop to the District in a timely manner or the continued use of the Chromebook/Laptop for non-school purposes without the District's written consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the Chromebook/Laptop or its value.
9. Student and Parent/Guardian understand and consent the District may view student files stored on the Chromebook/Laptop under the following circumstances:
  - a. After the Chromebook/Laptop has been returned by the Student to the District at the end of the school year or any other time the Student is required to permanently return the Chromebook/Laptop and has prior notice and adequate opportunity to remove files.
  - b. If the District has reasonable suspicion the Student is violating District rules or policies, an Administrator may take custody of the Chromebook/Laptop and review Student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence the Student violated the law, school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will the District access the Chromebook/Laptop remotely for the purpose of reviewing student files. Parent/Guardian will be notified if the Chromebook/Laptop is accessed under reasonable suspicion.
  - c. Teachers and other school personnel may provide assistance to the Student in locating files in the presence of and at the request of the Student.
  - d. If the Student requests a Technology Department staff member access to the Student's Chromebook/Laptop remotely to resolve a technical problem.
10. Student and Parent/Guardian understand and agree if the District determines the Student failed to adequately care for the Chromebook/Laptop or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the Chromebook/Laptop. If the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. The Parent/Guardian will be notified if the Student fails to adequately care for the Chromebook/Laptop or violates District rules, policies, or this Agreement.
11. Students are responsible for completing all school work assigned to be completed using the Chromebook/Laptop. The District assumes no responsibility for lost work due to computer issues.
12. The District will not be responsible for unauthorized financial obligations incurred through the use of the Chromebook/Laptop.



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I have read the Northern Lehigh School District Agreement for Chromebook/Laptop Use and agree to abide by the rules and regulations set forth in the agreement:

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_ Student Grade \_\_\_\_\_

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

I, the Parent/Guardian of the above Student, have read Northern Lehigh School District Agreement for Chromebook/Laptop Use and agree to abide by the rules and regulations set forth in the agreement:

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Select Insurance Option:

- Chromebook Insurance (Grades K-8) - \$20
- Laptop Insurance (Grades 9-12) - \$40
- No Insurance

Select option if requesting a waiver or discount:

- Check if requesting a waiver of fee per #3 above due to **free lunch status**
- Check if requesting a 50% discount of fee per #3 above due to **reduced lunch status**

**Please make checks payable to Northern Lehigh School District**

\_\_\_\_\_

**FOR OFFICE USE:** Payment was made for Chromebook/Laptop Insurance on \_\_\_\_/\_\_\_\_/20\_\_.

**CHECK #** \_\_\_\_\_

- Check if fee is waived per #3 above due to **free lunch status**
- Check if fee is discounted by 50% per #3 above due to **reduced lunch status**