



# Pacifica School District

375 Reina Del Mar Avenue | Pacifica, CA 94044

(650) 738-6600 | [www.pacificasd.org](http://www.pacificasd.org)

*Preparing Students for an Evolving World*

Cabrillo \* Ingrid B. Lacy \* Ocean Shore

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Darnise R. Williams, Ed.D.

### Chromebook/Device Loan Agreement

Chromebooks and hotspots are the property of the Pacifica School District (PSD) at all times. Therefore, PSD may monitor any activity on the device, whether or not it is related to schoolwork. PSD may also monitor the device's IP address and location. Privacy should not be assumed. All students are expected to show good judgment and responsibility with the use of the device and associated tools. For more information about District policies regarding student use of technology, refer to *Board Policy 6163.4 BP* and *Acceptable Use Policy 6163.4 E* on the district's website.

#### *Student*

\*First Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

#### *Parent/Guardian*

\*First Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

#### *Chromebook*

Serial Number: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

#### *WiFi Hotspot*

Serial Number: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

### *Conditions of Use*

By signing below, the parent/legal guardian and the student recognize that the Chromebook is the sole responsibility of the student. The student is responsible at all times for the care and appropriate use of the device. The PSD will not be held responsible for lost, stolen, or damaged devices or accessories. Chromebooks and WiFi hotspots are considered instructional materials. **The student understands that they are responsible for the borrowed Chromebook and/or the WiFi hotspot referenced above which includes a power cord.** If the electronic device and accessories are damaged, lost, or stolen, I understand that I may be financially responsible for all applicable charges. Please see Pacifica School District's *Student Acceptable Use Policy* for details on use of technology on the district's website. I also understand that any device is expected to be returned no later than the last day of the school year or immediately surrendered at the request of a school staff member.

\*Signature (Student): \_\_\_\_\_

Today's Date: \_\_\_\_\_

\*Signature (Parent/Guardian): \_\_\_\_\_

Today's Date: \_\_\_\_\_

# CHROMEBOOK TAKE HOME EXPECTATIONS- STUDENT

You have had a Chromebook checked out in your name.

You can also take this Chromebook to and from school as needed for schoolwork.

However, this also means that you are responsible for taking care of your device.

Here is a guide that shows you parts of the Chromebook, which also includes how to take care of it. [Chromebook Tutorial for Students and Parents](#)

## Ways you are responsible for the device:

**Keep it clean, literally!** Talk to your teacher or parent about how to clean your device to keep it in good condition or look at the guide.

- **Do not keep drinks close** to your Chromebook. A spill can ruin the device!
- **Do not eat over your device** - crumbs, sauce, and food bits, oh my!
- **Use clean hands** - Greasy, wet or dirty hands will make your Chromebook dirty or could damage it. Besides, wash your hands anyway! :)
- **Do not add stickers** to your device- You do not own the device; you are using it.

## Keep track of your device and power cord.

- **Do not misplace your Chromebook at home or at school.** There is no guarantee that there will be another one at school for you to use.
- **Talk to your teacher** about other classroom Chromebook expectations or rules if you are taking your Chromebook back and forth to school.

## Charge your Chromebook every day.

- You will be responsible to make sure your Chromebook is plugged in and charged at school or at home the night before for the next school day.

## This device is for you, not other people and for school purposes.

- You can only use your psdkids.net account on this device.
- This device is not for gaming or any purpose except those assigned by your teacher.
- You can access Google Apps and other apps, websites, and programs that your teacher assigns for schoolwork and homework.
- Your teacher and the district staff can see every site you visit online when you are logged into your [@psdkids.net](#) account. Pro tip: if you think they wouldn't approve, don't go there.