



Commack School District

1:1 Chromebook Agreement

Why Use Chromebooks?

A [Chromebook](#) is a device meant to primarily work with Internet based resources, though it still has a great deal of functionality even when wireless (Wi-Fi) Internet is not available. It is fast and light, making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market, yet it is easy to support while providing up to 8 hours of battery life and connects with Google's suite of applications which are used by students and staff members at Commack.

Proper Care for the Chromebook

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to ITSupport@commack.k12.ny.us within 24 hours. Commack Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Use guidelines to follow:

- Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
- Storage and carrying of the Chromebook: Please be aware that overloading a backpack or carrying case will damage the Chromebook. Take precaution when placing the backpack/carrying case on a flat surface. Never sit on the carrying case/backpack in which the Chromebook is stored. Do not store the charging cable next to your Chromebook in your backpack as the uneven pressure can cause damage.
- When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook. DO NOT keep food/drink or food/drink wrappers in the Chromebook bag/carrying case.

- Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time.
- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook. You should not remove any screws - doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carrying case or backpack while plugged in.
- Do not expose your Chromebook to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes leaving them inside a vehicle for long periods of time.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. The District provided identification label is acceptable on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have the Commack identification label on them at all times. This label must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.

The following information must be filled out completely prior to the District distributing a Chromebook to your child. Failure to complete the following information may delay your Chromebook being issued. One form must be filled out per child.

STUDENT

I understand that I will be issued a Chromebook for educational use and that I am responsible for proper care, handling, security, storage and use of the device. I have read and agree to comply with terms and expectations outlined in this agreement.

Student Name (Print) _____

Student Signature _____ **Date** _____

PARENT/GUARDIAN

I have read and discussed this agreement with my child. As the parent or legal guardian of the student signing above, I understand that my child is responsible for proper care, handling, security, storage and use of the device.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ **Date** _____