

Lake-Lehman School District
Chromebook Program
One to One Loan Agreement for Students/Parents/Guardians



All students enrolled in grades 7-12 at Lake-Lehman Junior-Senior High School will receive a Dell Chromebook and charger. This equipment is the property of Lake-Lehman School District and is on loan to the student for the 2026-2027 academic school year. In order to receive this equipment, the following conditions must be met:

1. The student will complete the technology orientation program provided by Lake-Lehman Junior-Senior High School staff prior to the Chromebook being issued.
2. The student and parent/guardian must read the terms and conditions outlined in the Acceptable Use Policy and then sign all forms as they pertain to it, and the loan of the equipment.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Terms of Use:

- In accordance with LLSD Policy No. 815, Acceptable Use of Internet, Computers, and Network Resources, "Users are to fully comply with this policy." All students, parents and/or guardians must sign the Acceptable Use Agreement each school year.
- Do not alter or modify the pre-installed software in any way.

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- The equipment is the property of the Lake-Lehman School District and is on loan to the student for educational purposes for the current academic year. The student should not deface or destroy this property in any way.
- The student must have his/her laptop daily, and it must be charged and ready for work.
- As per LLSD Policy No. 208, if a student withdraws from LLSD before the end of the school year, all equipment must be returned to LLSD at the time of withdrawal. Failure to do so will result in the student/parent/guardian being charged full replacement cost of the equipment.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by school personnel upon request. The district has the right to review these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating materials in violation of Federal, State, or Local Laws and ordinances is strictly prohibited. See LLSD Policy No 815.
- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donation, advertising, and/or political lobbying) is strictly prohibited.
- Computers should be taken home each night. Storage of the device in a locker is not recommended. The device needs to be fully charged at the start of each day.

Using the Internet and Email:

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Internet (LLSD Policy No. 815), including access and entries made using District equipment outside of school. For more information, consult LLSD Policy No. 815.
- All school provided email is archived and available to District officials for inspection provided reasonable suspicion is available.
- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.
- In compliance with the Children's Internet Protection Act (CIPA), LLSD filters Internet content accessed using the school network. Parental supervision is encouraged while the District

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equipment is being used at home in adherence of LLSD Acceptable Use of the Internet (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly onto Google Drive. The Lake-Lehman School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.
- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs, alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the District equipment and network.
- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.
- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.

Safety and Security:

- No student or other participant may include any information or images on school- related wikis and websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify school personnel immediately.
- No student may share his/her log-in information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in any way.

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- Students must not knowingly upload or introduce an electronic virus to any District equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

Care, Service, and Repair:

- In accordance with LLSD Policy No. 224 (Care of School Property), "It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child."
- Do not eat or drink when using the equipment. Crumbs, spills, and other messes will damage the equipment.
- Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- Additional stickers, labels, tags, or other markings should not be added to the equipment.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures.

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- The laptop computer should go home with the student every night. In the event that the student/parent chooses not to have the laptop taken home, the student must store the laptop in an assigned area each night at the conclusion of the school day. It will be the responsibility of the student to pick up and drop off the laptop at the beginning and end of school each day. No concessions will be made for tardiness to class due to lap top pick up each morning.
- If you or your student experience technical difficulties with the equipment supplied by LLSD, please contact the LLSD Technology Helpdesk at: helpdesk@llsd.org

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the school code of conduct and otherwise.
- At the teacher's discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.