



BRISTOL BOARD OF EDUCATION TECHNOLOGY CENTER
129 Church Street
Bristol, CT 06010
860-584-7091

For students in grades 3-12 who are in need of borrowing a Chromebook from Bristol Public Schools solely for academic use outside of school, please complete this loaner request form. Chromebooks will be made available per the directions and distribution schedule set forth by the Superintendent of Schools or her designee.

Students in need of borrowing a Chromebook will receive the following:

- **Lenovo 100e Chromebook, Power adapter and Power cord**

Your child may keep this device at home for now, and return it to school when the risk of an extended absence is over.

Please read and review this loan agreement with your child and sign the form below with your child.

Bristol Public Schools Student and Parent Device Loan Agreement:

The assignment of this device is a significant responsibility for students and parents. It is expected that the device will show evidence of typical use; however, the student and parent/guardian are financially responsible for loss or damage due to neglect.

By signing this Agreement, students and parents/guardians agree to follow the Bristol Public Schools Acceptable Use Policies & Procedures.

Student Responsibilities:

I have agreed to follow the Bristol Public Schools Student Use of the District's Computer Systems policy and to all local, state, and federal laws. I understand that, per the policy, a violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline. I agree that use of Bristol Public Schools technology is a privilege, and I am responsible for the proper care of my Bristol Public Schools issued device. This means I will treat my Bristol Public Schools issued device with care by:

- not dropping it; not leaving it in places of extreme temperature, humidity, or limited ventilation for an extended period of time;
- not using it with food or drink nearby; not to remove any identifying labels or markings;
- not writing or drawing on the device or applying any stickers or labels;
- securing the device when it is out of sight. The device should not be left in a location where someone else might take it.

I understand that unless otherwise instructed, the device is only intended for use for school purposes.

I agree to avoid suspicious links (if applicable) and to refrain from replacing the manufacturer's operating system with custom software (i.e. "jailbreaking" the device).

I agree not to install any software, apps or other programs unless specifically authorized by the Bristol Public Schools.

I agree not to reset the device to factory settings. Doing so may result in termination of the use of the Chromebook or other discipline set forth by the District.

I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.

I agree that email (or any other computer communication media) should be used only for appropriate, legitimate, and responsible communication.

I understand that Bristol Public Schools personnel can review devices and/or files at any time should an issue arise.

I understand that it is my responsibility to store and backup my files. Bristol Public Schools cannot be responsible for loss of any data.

I will not attempt to repair my Bristol Public Schools issued device, nor will I attempt to clean it with anything other than a soft cloth.

I will return my Bristol Public Schools issued device and all of its accessories at the end of this extended ELearning experience. I understand that failure to return my device may result in a recovery fee up to \$300.

Date: _____ **Model: Lenovo 100e Chromebook**

Student Name: _____ **School:** _____

Address: _____ **Lease #: 2CB-6900-16-001**

Phone: _____ **S/N:** _____

Parent/Guardian Signature: _____

Date: _____