



Student Chromebook Check-Out Form

This form is to be completed before a Chromebook is checked out to a student.

Program Description: For the 2020-21 School Year Norwood Public Schools is offering to loan students Chromebooks to take home. Chromebooks are to be kept at home for the school year so that students have a device to use at home in the event we must switch to online learning due to COVID-19 related shutdown of in person learning. In order to take a school Chromebook home parents and students must sign this form acknowledging that they are financially responsible for the Chromebook until it is returned to the school.

Conditions of Participation: I understand that by taking possession of a school Chromebook for use at home, I am responsible for the Chromebook and all its accessories. I will reimburse Norwood Public Schools for any damages if the Chromebook or any accessory is damaged, lost or stolen while checked out to me.

- I agree I will not alter any settings or configurations on the Chromebook.
- I understand the check-out period for a Chromebook is limited to one school year or earlier if the district asks for them to be returned earlier.
- I understand the Chromebook must be checked back into the front office no later than Monday of the last week of school.
- I understand Norwood Public Schools will not be held responsible for any damage or loss of data or media due to any cause while I am using the NPS-issued Chromebook.
- I understand that the Chromebook should never be left unattended in public locations such as the town library, park or restaurant.
- All malfunctions must be reported to Norwood Public Schools technology staff.
- I understand that I will use the Chromebook in accordance with Norwood Public Schools Acceptable Use and Internet Use Policies.
- I acknowledge that the Chromebook is to be used only by me and for school purposes only.
- I acknowledge that I am not to attempt to fix, open or replace parts on the Chromebook.

User Information:

Last name _____ First Name _____

Computer Description & Inventory Number _____

Computer Replacement Cost Information:

Chromebooks: \$250

Other components: _____

Student Signature

Date

Parent Signature

Date

For School Use Only:

Date Computer Returned: _____ Condition (circle one): Acceptable Damaged

Explain any damage and fees collected: _____
