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***Board of Trustees: Nate Echols, Jodi Shearman, Carla Perry, Cheryl Best, Billy Soksoda***

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## District Requirements for Chromebook Usage Teacher Agreement

Below is a list of the District's expectations for the care and use of student Chromebooks. We ask that the following items be enforced:

- Students may not have food or drinks in or around Chromebooks while they are out of the cart
  - Students may not be plugging them in into the carts
  - Students may not be "picking" at the Chromebooks (keys, rubber pieces, etc.)
  - Students must carry Chromebooks with both hand and the lids should always be closed
  - Students may only use the Chromebook that has been assigned to him/her.
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- Teachers shall keep a general eye on Chromebooks while they are in the student's possession
  - Teachers shall not allow students or other faculty to take Chromebooks out of the room
  - Teachers shall be the one to plug the Chromebooks into the carts at the end of the day
  - Teachers shall make sure that the correct number of Chromebooks are in the cart at the end of the day
  - Teachers shall lock the cart at the end of the day
  - Teachers shall not allow the students to see the combo lock with its combination
  - Teachers shall hand out the Chromebooks according to the checkout sheet. Students may only use their assigned Chromebook.

Please acknowledge that you understand the outlined expectations by signing below. We appreciate your help in keeping our technology items in good working condition.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date