

Micanopy Academy Chromebook Checkout Agreement

Student Name: _____

Grade Level: _____

Date of Checkout: _____

Chromebook Serial Number: _____

Purpose:

Micanopy Academy provides Chromebooks to students to support learning both in and outside the classroom. By signing this agreement, the student and parent/guardian acknowledge the responsibility of using and maintaining the device properly.

Terms and Conditions:

1. Student Responsibilities

- I will use the Chromebook only for educational purposes.
- I will not loan the Chromebook to anyone else.
- I will bring the Chromebook to school daily and it will be fully charged.
- I will not attempt to remove, bypass, or disable the school's content filter or monitoring software.
- I will keep food and drinks away from the device.
- I will not place heavy items on the Chromebook.
- I will carry the Chromebook properly and store it safely.
- I will report any damage, malfunction, or loss immediately to school staff.

2. Care and Maintenance

- I understand the Chromebook must be kept in the case provided (if applicable).

- I will not mark, draw on, or apply stickers to the Chromebook.
- I will not attempt to repair the device myself or use unauthorized repair services.

3. Loss, Theft, or Damage

- I understand I am responsible for the Chromebook while it is checked out to me.
- In case of damage, loss, or theft, the school may charge repair or replacement fees as outlined below:
 - Minor damage (e.g., missing keys, cracked screen): up to \$75
 - Major damage or total loss: up to full replacement cost (\$350)
 - Lost or damaged charger: \$25

4. Return Policy

- I agree to return the Chromebook and any accessories in good condition upon request, at the end of the school year, or if I withdraw from Micanopy Academy.
- Failure to return the Chromebook may result in being charged the full replacement cost.

Acknowledgment and Signatures

By signing below, we agree to the terms outlined in this Chromebook Checkout Agreement. We understand that the Chromebook is the property of Micanopy Academy and that improper use or negligence may result in disciplinary action and/or financial liability.

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Staff Member Authorizing Checkout: _____

Date of Return: _____

Condition Upon Return: _____