

SJB Chromebook Loaner Protocol

Acceptable Use

- Saint John the Beloved School authorizes use of Chromebooks in a manner that supports its educational mission. Personal use is permissible outside of school, at parents' discretion. In school, use of the Chromebook is limited to that which is authorized by a teacher at the time, and must be in keeping with that teacher's direction.
- Students must handle the device with care and keep it in a secure, protective case with handles or cross-body strap when not in use.
- Students must bring their device to school every day, **fully charged**, and with earbuds in their secure case.

There are two types of loaner situations:

- **1-Day Loaners**

A student who comes to school without their fully charged Chromebook may borrow a 1-day loaner, which must be returned at the end of the school day. An adult must supervise taking and returning of a school Chromebook

- 1-Day loaners may not be taken to Eagles Club or home for any reason
- Maximum of three 1-day loaners per trimester
- All loaners must be checked out during the first period of the day unless a malfunction occurs during the school day
 - A battery dying midday is not considered a malfunction

- **Long Term Loans**

To borrow a loaner Chromebook for up to a maximum of **THREE** weeks, parents must fill out a form and return to the school with a \$100 security deposit. The security deposit will be returned to the family when the loaner is returned within three weeks clean and in good working order.

By signing and returning the form and submitting a \$100 security deposit, the family acknowledges that:

- They need to send their Chromebook for repair right away
- The loaner may be used for no more than **3 weeks**
- The loaner must be returned in good working order and clean to receive the security deposit back
- The child must carry the loaner in a Chromebook case with handles and follow all rules in the AUP, or the loaner may be taken back sooner than 3 weeks
- If the loan period exceeds 3 calendar weeks, parents will be charged \$5 per day for one more week (\$25 for the 4th week)
- If the Chromebook is still not returned after 4 weeks, the daily fee will go up to \$10 a day until it is returned (\$50 per week)
- Should the student damage the loaner, the deposit will be forfeited