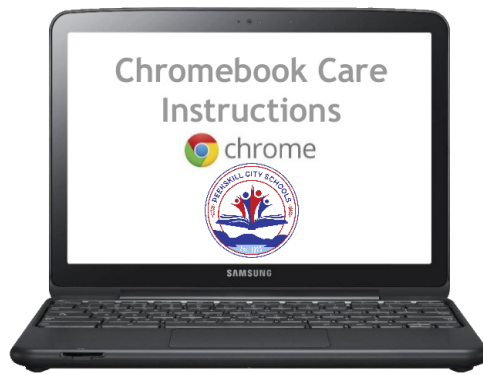**Peekskill City School District**
Chromebook Loaner Agreement

❏ I understand that the district is providing one Chromebook free-of-charge to my child for educational use to complete online assignments during the 2020-2021 School Year.

❏ I understand and agree to my family's responsibility in this Chromebook Loaner Program which includes:
   ● Ensuring my child meets the expectations of the district Technology Acceptable Use Policy.
   ● Protecting the Chromebook, to the furthest extent possible, against damage, loss or theft while ensuring the Chromebook is cared for as outlined in the Chromebook Care Instructions.

❏ I understand and agree to assume responsibility for improper use, while at home.
   ● Peekskill City School District uses the web proxy service Lightspeed Rocket Relay and GoGuardian to monitor and block inappropriate/illegal sites from students, *even at home*.
   ● Understanding that the student will be subject to disciplinary action in accordance with the Code of Conduct for misuse of the equipment while in his/her possession.
   ● Providing access to available internet through home Wi-Fi internet access, to ensure my child has adequate opportunities to explore the Chromebook and Google Suite for Education while at home
   ● I may be asked to provide some payment for repairs of damages to the Chromebook due to negligence (approximately $50) or to replace a lost or stolen Chromebook (approximately $175).

❏ **By signing the Chromebook Loaner Form I understand and agree to the responsibilities stated above and and give permission for my child to borrow the district Chromebook**
   ● I assume full liability and responsibility for the equipment that my child will be using.
   ● Should loss or damage occur, I, or my child, will report it to the Director of Technology, jreid@peekskillschools.org
   ● The undersigned of the Loaner Form agrees to assume any and all risk with respect to the use or possession of this equipment and hereby releases the School District, its Board of Education, representatives, agents, and employees from any claims and/or liability.

GENERAL PRECAUTIONS:
- Chromebooks should not be placed on soft surfaces or laps during use due to potential overheating.
- No food or drink is allowed near to your Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Do not use the power cord to charge any device other than your district-issued Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks must never be carried while the screen is open
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a bookbag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
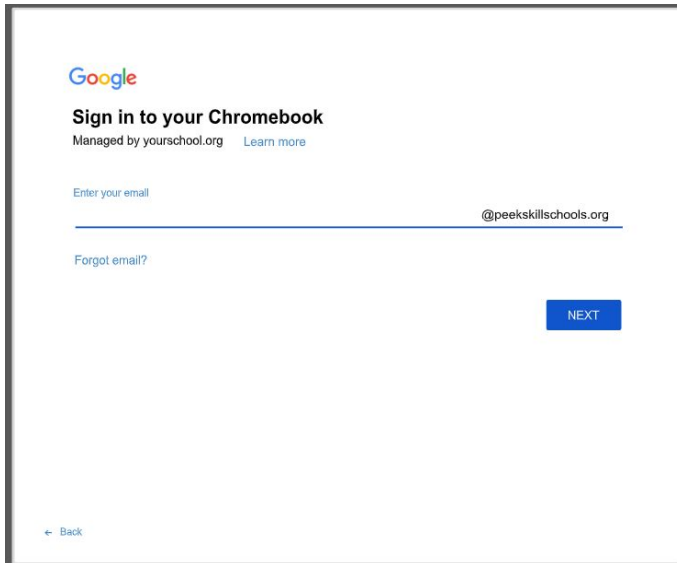
Screen Care
- Use both hands when opening the Chromebooks.
- Do not hold the Chromebook by the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, headphones)

Cleaning your Chromebook
- Completely power down your Chromebook or unplug the power cord if you are cleaning a Chromebook.
- You can use bleach-free disinfectant wipes or a solution of 40 percent of rubbing alcohol and 60 percent distilled water. Using full-strength rubbing alcohol can damage the oil-repellent (oleophobic) coating that helps to keep smudges off the screen.
- You can use microfiber cloths or any cleaning cloths that are lint-free.
- You can use a can of compressed air if you want to remove any dust that might be hiding in your Chromebook but this step isn't necessary for disinfecting purposes.
- NEVER spray any cleaning solution directly onto your Chromebook or any electronics for that matter.
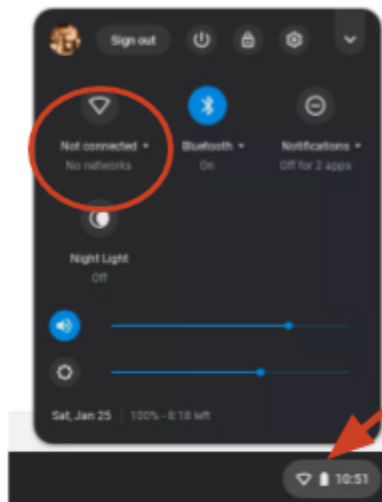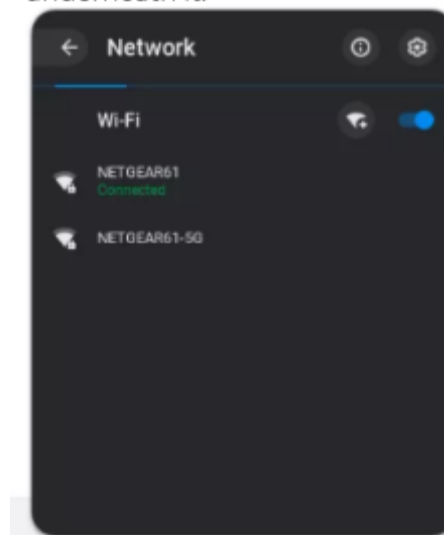
Logging into the Chromebook

Enter your studentfirstname.studentlastname@peekskillschools.org
The password is what the student created.

How to connect your Chromebook to Wi-Fi

To view Wi-Fi networks, select the Wi-Fi network icon in the lower right corner of your Chromebook screen. In the pop-up window, select the Wi-Fi icon.
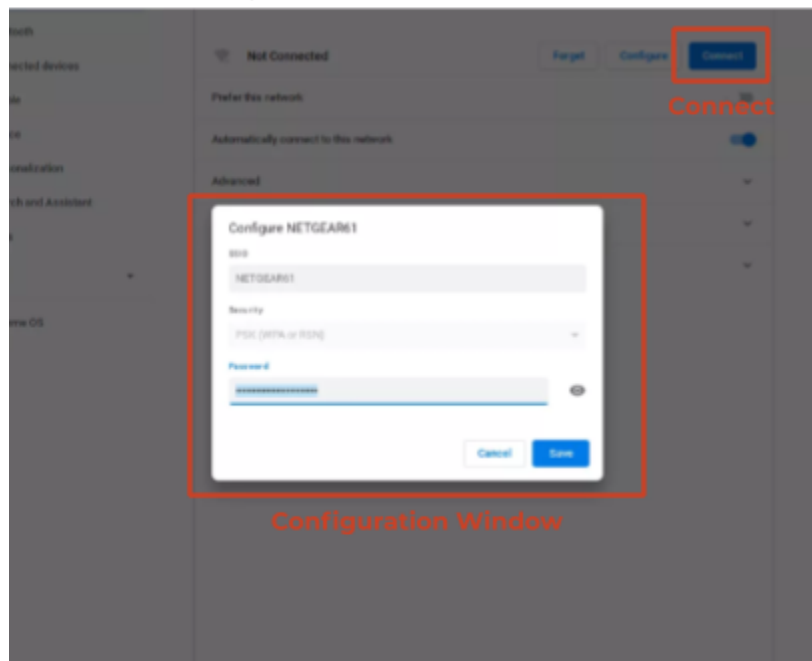
This will open a **Network** window with a list of all available networks. If you're already connected to one of them, you'll see 'connected' underneath it.
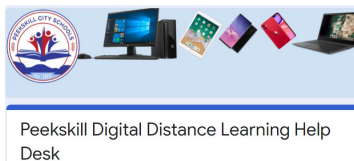

Need assistance? Please email techhelp@peekskillschools.org or complete the Peekskill Digital Distance Learning Help Desk: https://rebrand.ly/pcsdtechhelp

Select a secure network, click **Connect.** Then select Configure. This will open a network configuration Window with the network name, the network security type, and a field for you to enter the network password.

Need Tech Help?

Here are three ways:

Peekskill Digital Distance Learning Help Desk

Help Desk
Fill out the **Student Parent Help Desk** at https://bit.ly/pcsdtechhelp

Email
techhelp@peekskillschools.org

Phone Number
(914) 539-7030