



## State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

PHIL MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

CHRISTINE NORBUT BEYER, MSW  
*Commissioner*

### Office of Education Chromebook and iPad Student Usage Agreement

#### 1) Purpose

This Chromebook and iPad Student Usage Agreement outlines the responsibilities and procedures for the use of a State-issued device. By entering into this agreement, the student agrees to abide by the policies and procedures outlined within and in the "DCF Office of Education Chromebook and iPad Student Guidelines".

#### 2) General Use

- This Chromebook/iPad (and case, power cord, and other peripherals) is provided on a "loaner" basis to the student for the purpose of providing a tool to receive educational activities during the closure of Office of Education schools as a result of the COVID-19 Coronavirus.
- The Chromebook/iPad is to be used strictly for the purpose of educational activities as assigned by teaching staff from the Office of Education school.
- Students must practice good digital citizenship in their online behavior.
- The student should protect the device from damage, theft, and misuse.
- The student will not allow others to use the device.
- The student agrees to return the State-issued Chromebook/iPad within 24-hours of any notice by the Department of Children and Families, Office of Education.
- Students and Parents/Guardians have received, read, and understand the NJ Department of Children and Families, Office of Education Chromebook/iPad Program Student guidelines including the district's notification that pertains to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act."

#### 3) Authorized User

- As the authorized user of this Chromebook/iPad, I agree that I must notify school officials at the Office of Education school in which I attend if the device is lost or stolen.
- I agree not to dispose of the Chromebook/iPad or give it to any other person.
- I will not login to the Chromebook/iPad with any account other than the state-issued user account associated with the G Suite domain.

[www.nj.gov/def](http://www.nj.gov/def)

- I understand that if the device is not returned as required by Office of Education school administrators, the issuance of any future progress reports, report cards, diplomas, or transcripts may be suspended and the student may be subject to disciplinary action, including the responsibility for any fines incurred due to damages or loss of the Chromebook/iPad.

4) Financial Responsibility

- Chromebooks/iPads that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the student or parents/guardians of the responsible party,
- Each Chromebook/iPad issued to a student includes an integrated battery, a charger, and a carrying case. These items must be returned as designated by the school Supervisor of Education or alternate administrator. Failure to return each item may result in a fine.

**Cost for Non-Accidental Loss or Damage**

\*Actual repair or replacement costs will be determined following the manufacturer’s evaluation.

Item	Maximum Replacement Cost
Total replacement of Chromebook*	\$250.00
Chromebook power cord for charging	\$25.00
Chromebook carry case	\$25.00
Headset	\$25.00
Total replacement of iPad 8 <sup>th</sup> Gen*	\$420.00
Total replacement of iPad2	\$25.00
iPad power cord for charging	\$25.00
iPad carry case	\$25.00
Other parts/accessories not listed	100% of the cost to the district

With my signature, I hereby acknowledge that I will abide by all the above stated responsibilities and procedures. I understand the responsibility of using a Chromebook/iPad issued to me by the school and that I am responsible for any loss, damages or other issues that may be encountered with the Chromebook/iPad.

Student Signature of Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Print Name [Click or tap here to enter text.](#)

Signature of Parent/Guardian \_\_\_\_\_

Signature of School Administrator \_\_\_\_\_

Serial Number of Chromebook: [Click here to enter text.](#)

Serial Number of iPad: [Click here to enter text.](#)

I decline acceptance of the Chromebook/iPad as offered by the Office of Education

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_