

## CHROMEBOOK / EQUIPMENT CARE AND USE AGREEMENT

Individuals to whom Chromebook and equipment are loaned to, (“**USER**”) and/or (“**USERS**”), are legally responsible for the care, safety, and proper operation(s) of the Chromebook and the related equipment loaned by Greater Raritan Workforce Development Board, “**GRWDB**.”

### MANDATED CHROMEBOOK & EQUIPMENT CARE

- No food, beverages or the like can be near the Chromebook or the related equipment, which can or may alter and/or cause damage or malfunction(s).
- Cords, cables, and removable devices, including, but not limited to, thumbdrives, chargers, etc., should be inserted carefully into the Chromebook.
- Chromebooks and the related equipment **cannot** be exposed to extreme temperatures (hot or cold).
- Chromebooks and its equipment can **never** be left or stored in a vehicle or any unsupervised areas away from **USERS**. Whenever Chromebooks and its equipment are not being utilized by **USERS**, it should be stored in a **safe** place, in room temperature, and away from being accessed by those other than **USERS**, e.g., but not limited to, pets and other individuals.

### MANDATED SCREEN CARE

The Chromebook screens will be damaged if subjected to rough treatment(s) and are sensitive to pressure(s).

- **USERS** are **prohibited** from leaning, placing/stacking any objects, pressing, or the like, on the top of the Chromebook when its screen is in closed position.
- **USERS** are **prohibited** from placing anything on the Chromebook’s keyboard before closing the screen, e.g., but not limited to, pens, pencils, notebooks, flash drives, etc.
- **USERS** are **required** to clean and wipe the Chromebook’s screen with a soft, dry microfiber cloth or anti-static cloth. **USERS** are **prohibited** from using commercial glass cleaners or any other liquids/cleaners on the Chromebook.

### MANAGING USERS’ FILES & SAVING USERS’ WORK

**USERS’** files and documents can only be stored in Google Drive or other cloud-based storage. **GRWDB** is not and can never, in perpetuity, be held as the party responsible to save or preserve the **USERS’** files during and after the loan period.

### APPLICATIONS ON CHROMEBOOKS

- The applications and/or programs originally installed by **GRWDB** and its partners **must** remain on the Chromebook and its equipment in usable condition and be easily accessible at all times, just the way they were when **USERS** initially borrowed the Chromebook and its equipment.
- If technological difficulties occur, **USERS** shall return the Chromebook and its equipment to the pick-up location.

### OPERATING SYSTEM AND SECURITY

- **USERS** may not use or install any operating system on their Chromebooks other than the current version of Chrome OS, which is already on the Chromebook and its equipment managed and loaned to **USERS** by the **GRWDB**.
- **USERS** must always be on the alert and notice suspicious emails that contain links and websites requesting for personal information, e.g., name, date of birth, passwords, or financial accounts. **GRWDB** is not and cannot, in perpetuity, be held responsible for any damages, losses or injuries, physical, financial or otherwise, sustained by **USERS** as a result of the **USERS**'s failure to abide by this the Chromebook / Equipment Loan Agreement and Chromebook / Equipment Care and Use Agreement.

### CHROMEBOOK IDENTIFICATION

- Chromebooks and its equipment will be labeled and identified in the manner specified by the **GRWDB**.
- **USERS** shall not and cannot remove or tamper with the Chromebook and its equipment's serial number, asset tag number, ID label or any and all labels affixed.

### LOAN PERIOD EXPECTATIONS

**USERS** are being loaned the Chromebook and all of its equipment for specific goals related to career readiness; the Chromebook and its equipment cannot be used for other purposes. The **GRWDB** is the sole property owner of the Chromebook and all of its equipment. This means that the **GRWDB** and those helping manage this loaner program have the right, at any point during the loan period, to require the return of the Chromebook and all of its equipment. **GRWDB** has the right to review and do whatever it deems appropriate to any and all information contained in/on the Chromebook and all of its equipment, as well as review how the Chromebook and all of its equipment have been utilized by **USERS**.

The Chromebook and all of its equipment is loaned out to **USERS** for a **four(4)-week period** by the GRWDB's Chromebook program partner, the Somerset County Library System of NJ (SCLSNJ). The Chromebook and all of its equipment must be returned on or before their return date to a SCLSNJ location. The only circumstance where an exception applies is where **USERS** have discussed to extend the loan period with his/her case manager. The **USERS**' case manager is the only person who has discretion to determine whether to approve or deny any **USERS**' extension requests.

At the time of return, the Chromebook and all of its equipment loaned to the user **must** be returned to **GRWDB** in the condition they were initially loaned to **USERS**. **USERS** are required to treat the Chromebook and all of its equipment appropriately, carefully, legally and professionally. This includes, but is not limited to, the following required care methods:

- **No** food, beverages, sharp objects, heavy objects and/or any other things that may damage the Chromebook and all of its equipment.
- **No** use of the Chromebook by anyone else, regardless of the circumstance

and/or relationship to **USER**, other than the **USER** identified here to whom the Chromebook and all of its equipment were originally loaned to for the loan period specified.

- **No** marking, defacing, vandalizing and/or abusing the Chromebook and all of its equipment, including, but not limited to, tampering with any labels, serial numbers, and the like affixed on the Chromebook and all of its equipment; using the Chromebook and all of its equipment for unintended and/or unlawful purposes; leaving/storing the Chromebook and all of its equipment in unsafe location and negligent/reckless manner.
- **Must** keep the Chromebook and all of its equipment in a secure location known by **USERS** during the loan period. This means the Chromebook cannot be left in a car, classroom, house and rooms or any and all unsupervised/unsafe areas away from **USERS**.
- The **USER** to whom the Chromebook and all of its equipment had been loaned to is expected to know and be aware of where the Chromebook and all of its equipment are at all times during the loan period.

**USERS** may return the Chromebook and its equipment to any SCLSNJ location. Upon return to the SCLSNJ location, **USERS** must:

- Bring the equipment in its bag to the library's checkout desk.
- Ensure that all parts are in the laptop bag, including the dongle for the wireless mouse (which can stay plugged into the Chromebook).

SCLSNJ staff will ask the **USER** to show that all equipment is in the bag.

SCLSNJ staff will NOT accept incomplete returns. The **USER** must take the equipment back with them and notify their case manager of any missing pieces. Once any missing pieces are located, the **USER** will return the equipment to a SCLSNJ location.

### **CHROMEBOOK TECHNICAL SUPPORT**

- All repair requests must be made and reported to the **GRWDB** promptly, accompanied by any and all damage reports whenever applicable, by emailing and/or calling the case manager identified below.

Case manager name \_\_\_\_\_

Case manager phone and email \_\_\_\_\_

**Date the Chromebook and all of its equipment due back to pick-up location:** \_\_\_\_\_

## CHROMEBOOK / EQUIPMENT LOAN AGREEMENT

<b>Today's Date:</b>	
<b>Chromebook #:</b>	w/LTE? Yes No
<b>Issued by:</b>	
<b>USER full name:</b>	
<b>Address:</b>	
<b>Phone &amp; Email:</b>	
<b>Loan Period:</b>	
<b>WiFi loaned:</b>	

Please initial each statement.

	I understand and shall abide by the Chromebook / Equipment Loan Agreement and Chromebook / Equipment Care and Use Agreement as a whole. This equipment is loaned to me, which is a privilege and not a right.
	I understand that the Chromebook access is designed <u>only</u> for career readiness purposes and is only for own personal my use. I have no right to let others use or have access to the Chromebook for any other purpose but my own, consistent with this the Chromebook / Equipment Care and Use Guide and the policies in the GRWDB Participation Agreement.
	At the conclusion of the loan period, I shall return any and all equipment in the same condition it was loaned to me. I shall disclose any and all changes to the equipment, should any be applicable, e.g., but not limited to, scratches, software issues, damages, etc.
	In cases of issues due to theft, vandalism, fire and other criminal acts, I shall submit a police or fire report as soon as the crime happened.

By signing this Agreement, I, the **USER**, certify that I have read and understood the CHROMEBOOK / EQUIPMENT LOAN AGREEMENT and CHROMEBOOK / EQUIPMENT CARE AND USE AGREEMENT in their entirety. I have had answers to any and all questions I have related to the Agreements. I acknowledge and promise to abide by all the terms in this Agreement.

**USER Signature / date:** \_\_\_\_\_