



Plimmerton School Chromebook Loan Agreement & Bond Form: Year 5-8 Students Only

At the beginning of 2023 the school purchased a suite of Chromebooks which were issued to Year 5-8 students who did not have their own device. The condition of some Chromebooks, when returned at the end of last year, was not good due largely to willful acts of damage (keys removed, screens scratched, cases graffitied - some with permanent marker).

To encourage students' sense of responsibility and respect for school property, we will be introducing a Chromebook Loan Agreement and Bond, starting this year.

To be provided with a school-owned Chromebook for 2024 Year 5-8 students and their whānau will be required to sign the following Chromebook Loan Agreement and whānau will be required to pay a \$50.00 bond before the Chromebook can be issued. Bond payments will be recorded on the student's Hero Account.

No student will be disadvantaged. Should any family have difficulty in meeting this cost, please speak to your child's teacher or contact Rebecca in the office in confidence.

As Chromebooks have had prior use they will be inspected for any wear and tear, and this will be recorded for each device. Students will also have one week from the date of issue to report any defects they find that have not already been disclosed.

Chromebook charging cords will not be issued to students. These will be provided directly to the teachers and are to remain in the classroom they were assigned to.

Chromebook Bond Conditions

Chromebooks will be issued upon receipt of the signed agreement and bond payment.

- Bond payment can be made at the office in cash or via Eftpos or Credit Card, or via bank transfer to: Plimmerton School Board of Trustees 12-3478-0062343-00. Please use the student's name and BOND as references.
- Refund of Bond payments is at the school's discretion.
- Bonds will be refunded at the end of the school year to your nominated account below for all Chromebooks that are returned in good condition and in good working order.
- Bonds will NOT be refunded at the end of the year if Chromebooks are willfully damaged (e.g. keys missing, screens damaged) graffitied (e.g. either with marker pens or stickers), device ID removed (barcode and name label), or any other sign of willful damage.

We realise that accidents do happen - in these cases, it is the student's responsibility to report any accidental damage to Sarah in the library immediately. Failure to do so may result in further charges for repair or replacement costs.

Student & Whānau Chromebook Loan Agreement

Looking after the Chromebook

I agree to the following conditions of the loan agreement:

- I will accept a school-issued Chromebook that is in good condition and in good working order.
- I will report any defects I find within the first week of use.
- I will take all reasonable steps to keep the device clean and undamaged.
- I will not leave the Chromebook on the floor, on chairs or couches.
- I will ensure no food or drink is consumed near the device.
- I will not share my device with other students.
- I will report any accidental damage to the Chromebook immediately to Sarah.
- I will report any functional issues to my teacher or the office.
- I will not remove the Chromebook from the school grounds.
- I will ensure the Chromebook is charged and will not damage or remove the charging cords from my classroom.
- I understand that the Chromebook is only for use at school, for school work, and will not be going home.

Returning the Chromebook

- I will return the Chromebook when asked to do so and will give it to Sarah in the library.
- I understand that if I fail to return the Chromebook in good condition and in good working order, I may be responsible for the replacement or repair costs. If the Chromebook is damaged I must still return the device to the school.
- I understand the bond paid for my Chromebook will only be refunded at the end of the school year provided I return the Chromebook in good condition and in good working order.

Signed Agreement

Student Name:

Year 5-8 Student Room:

Student Signature:

Date:

Parent/Caregiver Name:

Parent/Caregiver Signature:

Date:

Bond - Account for Refund *(please be sure to print clearly)*

Account Name:	
Account Number:	