

Asus CloudReady Chromebooks for Student Checkout

Converted **Chromebooks** provide access to the internet and web-based applications, such as the AISD Cloud and Google Docs, to support academic needs.

A **usage fee** of \$20 is required prior to device checkout. Students needing to request a fee waiver may apply for a reduced fee using the Waiver Request Form.



Image from: <http://hexus.net/tech/reviews/laptop/27135-asus-eee-pc-1215n-netbook-review/>

All students wishing to checkout a Chromebook must attend an **orientation**. This will ensure that students understand the proper use of the device, know how to access district and campus resources to meet academic needs, and know how to get tech help when needed.

Procedure for Chromebook Checkout:

Step 1: Understand the AISD Acceptable Use Guidelines.

Appropriate use of technology is critical. Students who are found using district devices inappropriately may have privileges revoked and face disciplinary action.

Both a parent/guardian and the student must sign at the bottom on the back side.

Step 2: Complete the Equipment Use Agreement.

Complete the top two lines; (Sections 1 and 2 will be completed by staff when the device is issued; term of possession will end the final week of school, at the latest);

Both a parent/guardian and the student must sign and complete the back; Fee will be recorded by staff when fee (or reduced fee with approved waiver) is submitted.

Step 3: Parent/Guardian may complete the Waiver Request Form.

Optional form for those requesting a reduced fee. Must be submitted for approval; **completion of form does not guarantee approval.**

Step 4: Submit **signed** Acceptable Use Guidelines form, Equipment Use Agreement form, and (optional) Waiver Request form in the library.

After receipt of required paperwork, student will be notified of orientation session options. Applications for waivers will be processed and notifications sent out.

Step 5: Complete orientation session.

Bring fee (or reduced fee if approved) to a session. Devices will be issued at that time. Students will receive an Asus CloudReady Chromebook with battery and power cable. Ongoing tech support will be available in the Tech Hub, located in the library.