

Chromebook loan agreement

As part of its digital development plan, the LFT provides each student from CE2 to Terminale with a Chromebook for teaching and learning purposes. LFT covered the full financial cost of the Chromebooks, including a 3-year extended warranty.

The loan

1. Each student from CE2 to Terminale receives on loan a Chromebook and a charger as part of our digital development plan.
2. The use of the Chromebook is only for teaching and learning purposes. Considering the value of the device, it is a privilege and a benefit that the LFT provided you, and therefore proper and responsible use is requested by the LFT.
3. A Chromebook is assigned individually to each student for a period of 3 years. At the end of this period, the computer becomes the property of the student.
4. If the student leaves the LFT before this deadline, the laptop must be returned to the LFT.
5. The student will return the Chromebook and the charger to the LFT through his/her homeroom teacher at the end of each school year and for the entire summer vacation period in order for the necessary updates and maintenance to be carried out. At the start of the school year, the student will retrieve the Chromebook from his/her homeroom teacher. In the event the school is closed due to Covid-19, the student will keep the Chromebook for the summer and updates/maintenance will be performed remotely only.

Conditions of use

6. Chromebook and charger are assigned by name tag to the student. The student needs to carry the items to and from home every school day. If the student forgets to bring the Chromebook to school, no loaner can be provided.
7. The student is responsible to fully charge their device at home before bringing them to class. The Chromebook battery has enough power for the entire school day when fully charged.
8. The student is responsible for the care of the Chromebook. The student has to buy a protective sleeve or case to transport and store the Chromebook. The student will receive his/her device upon showing a protection.
9. The Chromebook is enrolled in the LFT Google Admin console. This provides LFT IT with the ability to apply a set of settings and applications to the chromebook in order to facilitate its use during classes.
10. Google @lft.ca accounts ID and passwords to use will be provided to the students by the teachers.

11. If the student has issues logging in to his/her @lft.ca account :
 - a. When present at the school, the student asks his/her teacher to contact IT support
 - b. When not present at school, please contact IT Support helpdesk@lft.ca.
12. Access to social networks, games, chat sites, improper content or anything that will distract from classroom learning will be filtered from the school's wifi network when attending school in person.
13. Home internet and mobile hotspots cannot be controlled by LFT IT and the student/parent/guardian is responsible for the internet usage on the Chromebook when not present at LFT.
14. When present at the school, the student is expected to notify his/her teacher immediately if he/she comes across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
15. LFT will make every effort to encourage proper use of the Chromebook as demonstrated above. However LFT is not responsible for any improper use of the Chromebook by the student.
16. If an application is missing on the Chromebook for educational use, you need to contact your teacher for them to assess the need. The teacher will take care of sending the request to LFT IT if needed.
17. The student using devices provided by LFT and personal devices including his/her chromebook on the LFT network, do not have a reasonable expectation of privacy. The school has the right to inspect any device without warning. Usage of VPNs or any other means of circumventing internet restrictions is strictly prohibited. Loss of internet privileges will occur.
18. LFT reserves the right to temporarily confiscate the chromebook at any time when the student is inside the school if improper behavior occurs. In that case, the parents will be contacted to retrieve the Chromebook.

Maintenance, warranty, loss or theft

19. Additional three-year warranties were purchased with each Chromebook. In the event of accidental damage, hardware problems and need for assistance with Chromebooks, the parent/guardian or student must contact the 24/7 Premium Care Hotline at 1-888-278-9707 (option 2) for assistance. It is the responsibility of the student or parent/guardian to call Lenovo promptly to have the equipment repaired. Any charges for excessive damage not covered by the manufacturer must be paid by the parents. If the student is temporarily without a Chromebook while the Chromebook is being repaired by the manufacturer, the LFT may loan the student a Chromebook, subject to availability in the computer park. In this eventuality, please send an email to helpdesk@lft.ca.
20. If the Chromebook is lost or stolen, please let LFT IT know by emailing helpdesk@lft.ca . We will be able to remotely lock the Chromebook. Parents will be responsible to purchase a new Chromebook from LFT. In case of theft, a report to the police is required. A new Chromebook will have to be purchased from the LFT.

21. Files should be saved on Google Drive (<http://drive.google.com>). This way, any issue with the Chromebook will not impact the ability to continue the school work. It is the responsibility of the student to ensure the work is backed up in the event of hardware failure.
22. When present at the school, LFT will provide guidance on how to use the Chromebooks. For any question related to how to use the Chromebook when not in the school, student/parent/guardian will need to call Lenovo PremiumCare support 1-888-278-9707.

By completing the online form, the person responsible for the student acknowledges having read and understood this agreement and agrees to abide by its conditions.