

BBBSFC Chromebook Lending Library Agreement

We are very excited to be able to lend your child a Chromebook to use to connect virtually with their mentor! This Chromebook is borrowed property, free of charge, by you and needs to be returned to BBBSFC once your match is closed.

1. Receiving Your Chromebook

- BBBSFC will arrange for your mentor or a staff member to drop the device off to your home. The device will be ready for you to use immediately, and will come with a protective case and a charging cord.

2. Returning Your Chromebook

- When it's time for your match to close, BBBSFC will arrange to get your device back from you.

3. Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they are borrowing. Chromebooks that are broken or fail to work properly should be given back to BBBSFC as soon as possible so that they can be repaired, at no cost to you. BBBSFC Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebooks where they can be stolen.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, flash drives, and removable storage devices must be inserted carefully into Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Always transport Chromebooks with care
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

b. Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. Repairing/Replacing Your Chromebook

- If your Chromebook is not working, notify your case manager and arrange for us to pick up the device for repair, at no cost to you. If it can not be repaired, we may not be able to provide another device for you to use based on availability.

5. Updates and Virus Protection

- Updates happen automatically with your Chromebook and there is no need for additional virus Protection.

6. Content Filter

- We ask that parents use Internet content filters on their Wifi. BBBSFC has placed content filters on these devices, but that is not perfect and can not guarantee to block all mature, violent or sexual content. Please monitor your child's activity and let BBBSFC know immediately if you have a concern about internet access from our device.

7. Content Filters

- BBBSFC wants every child to be safe at all times while online. We have enabled content filters, but these tools are not perfect and we can not guarantee that youth will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online. Encourage your child to talk to you and/or their mentor about things they may see online that concern them. Report any concerns to BBBSFC staff ASAP.

Respect and Protect Yourself- Agreements For Mentees

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint when online (how I behave online) and careful about posting personal information.
- I will only post text and images that are appropriate
- I will use this device to connect with my mentor virtually as its primary function, and use it for other personal activity or school activity responsibly.
- I will immediately report any inappropriate behavior directed at me online to my parent/guardian or mentor
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will not use computers to bully or harass other people.
- I will use this device to access inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab and report it to a trusted adult.

By signing this agreement, I am accepting the terms of this agreement.

Mentee Name:

Mentee Signature:

Parent/Guardian Name:

Parent/Guardian Signature: