

Dear Parents and Guardians:

As we embark on a new year, we would like to remind students of responsible Chromebook usage and care. A Chromebook has been loaned to your student for instructional purposes only and in accordance with Montgomery County Public Schools (MCPS) Regulation IGT-RA, [*User Responsibilities for Computer Systems, Electronic Information, and Network Security*](#). No cost is associated for a student to borrow, possess, or use a Chromebook. A family is only financially responsible when there is avoidable damage to the device. If the device is faulty, there is no charge to the family; however, if the damage is considered avoidable or the device or charger is lost, the family will be charged according to MCPS current parts and replacement costs.

Students are responsible for caring for their Chromebook and returning them in good condition. There are several preventative maintenance measures students can take to keep their Chromebook functioning well. Please remind your child(ren) to do the following:

- Shut the Chromebook down daily
- Charge it every night (on the left side)
- Clear browsing data weekly.

To prevent loss and damage. Please remind your child(ren) to take the following precautions regarding Chromebook:

- Refrain from loaning it to peers
- Carry it in a case or sleeve to protect the device from damage
- Do not write on it or place items on it (i.e. stickers, gum wrappers, etc.)
- Keep it off the floor
- Keep it away from food and drinks
- Keep it in a secure location (do not place it on top of lockers)

Failure to properly care for the Chromebook will result in a financial obligation. Financial obligations are sent to parents/guardians via School Cash Online. For the comprehensive MCPS fee schedule please visit our [FMS website](#) and search for *Chromebook Information*. Please note, fees are subject to change.

Thank you for your support in encouraging digital citizenship

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