



Information Technology – Chromebook Contract

COD Asset Tag #: \_\_\_\_\_ Serial #: \_\_\_\_\_

I, \_\_\_\_\_ am currently enrolled as a
Print First and Last Name Student ID Number

College of the Desert student and would like to have access to checking out a Chromebook for the allocated time stated below. I understand and agree to the following relating to Chromebook checkout responsibilities:

- 1. I understand that the Chromebooks are available on a first-come, first-serve basis.
2. I am not authorized or allowed to change or alter the programming in the hard drive in any way.
3. I will be using the Chromebook for scholarly purposes only and will adhere to the COD policy relating to the use of computers.
4. I understand that the Chromebook is for my use only, and may not be lent to friends or family for use.
5. I acknowledge that I am required to bring back the Chromebook when notified by the District.
6. If I fail to return a checked-out Chromebook when notified by the District, I understand that a hold will be placed on all my academic records and my attendance reporting may be affected until the problem is resolved.
7. I understand and agree to return the Chromebook if I should drop my classes during the term.
8. I may be held financially responsible for repair or replacement costs should the Chromebook I check out be lost, stolen, or damaged due to accident or mishandling while it is checked out in my name. I must notify the Information Technology Services Department immediately and file a police report if stolen.
9. I also understand that replacement costs for the Chromebook and related equipment is approximately \$300.00.
10. I understand that failure to return a Chromebook or pay for repair or replacement if warranted (see #6 above) will result in holding of my transcripts, Financial Aid, and registration, until the financial obligation is met. If no action is taken by the student, the college is left with no other option but to file a police report for stolen property.

I, \_\_\_\_\_ understand and agree to the Chromebook Checkout Responsibilities listed above. I will uphold those responsibilities, and agree to meet the financial obligations of items 6 & 10 mentioned above.

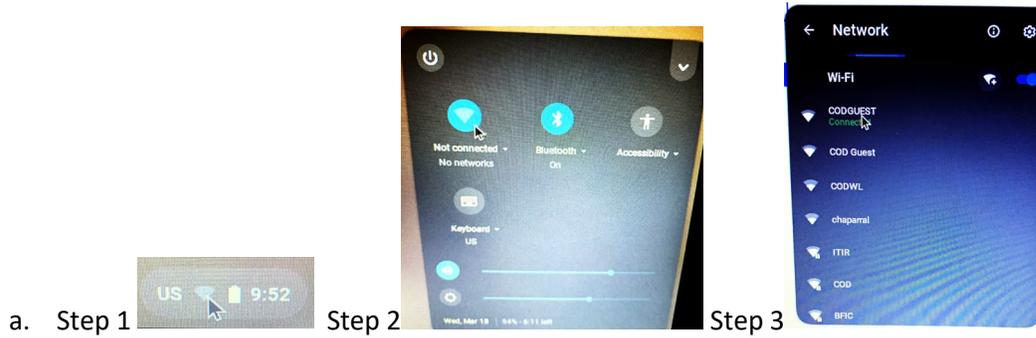
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

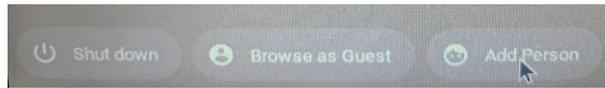
Check-Out Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

# Chromebook Username Instructions

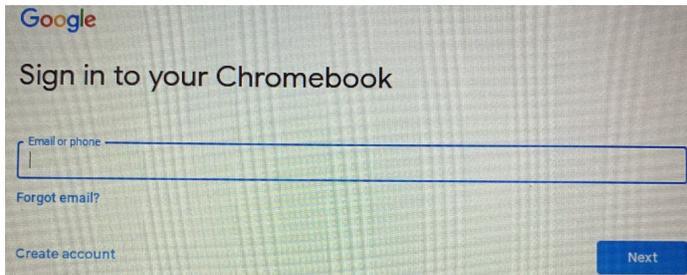
1. Connect to a wifi network



2. Choose Add Person



3. If you already have a google account, sign in with it. If not choose Create account.



4. Once signed in take the tour to learn how to install apps (Canvas, etc) and other tips.

