



宿务亚典耀圣心学校

Sacred Heart School – Ateneo de Cebu

H. Abellana St., Canduman, Mandaue City



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

EdTECH

EDUCATIONAL TECHNOLOGY EXPERIENCES WITH COMPETENT HEARTERS

CHROMEBOOK BORROWER’S FORM

Please fill out this form as completely as possible.

Date (MMM. dd, yyyy): _____

Department: _____

Subject Area: _____

Last Name: _____

First Name: _____

DATE ISSUED	DATE DUE	SIGNATURE	DATE RETURNED	SIGNATURE

ITEM	ISSUED	RETURNED	REMARKS
Chromebook			
Padded case/protector			
Charger (cord & adapter)			
Quick Guide/User’s Manual			
VGA cable/HDMI Adapter			
Storage box			

ADDITIONAL CHECKS ON RETURN

- Is the screen damaged or scratched? YES / NO
 - Is the case damaged or scratched? YES / NO
 - Are there any other signs of damage to the Chromebook? YES / NO
- If so, please describe the damage:*

- Has the user reported accidentally damaging the Chromebook? YES / NO
- If so, please describe the damage:*

Noted:

ALDWIN C. SUMALINOG
EdTech Specialist

Approved:

Mr. Jonas Emil M. Enriquez
ICT Director



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Acceptable Use Agreement

This document covers the use of SHS-AdC Chromebooks by teachers. **The use of this technology resource is a privilege, not a right.** This is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the Chromebook units.

GENERAL INFORMATION

Teacher-issued Chromebooks must be surrendered to ICT Department in appropriate working condition at the request of the ICT Director for any valid reasons. Any teacher-issued Chromebook is for educational purposes. Applications installed on any Chromebook must align with educational purposes. All users of the Chromebook will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology.

- The Chromebook assigned to the teacher remains the property of Sacred Heart School - Ateneo de Cebu and for use only by the teacher. It must not be loaned to other people.
- The Chromebook has been configured with an account (username and password) provided by the ICT Department. This account should not be changed or de-activated by the teacher.

I. Chromebook IDENTIFICATION

The Chromebook will be labeled in the manner specified by the school. **This identification must not be removed** from the unit. The Chromebooks can be identified in any of the following:

- Serial number
- Numeric label
- QR Code sticker
- SHS-AdC school label or logo
- SHS-AdC custom wallpaper

II. LOST, DAMAGED OR STOLEN Chromebook

- If the Chromebook is lost, stolen, or damaged, the ICT Department must be notified immediately.
- Should the teacher leave the Chromebook unattended and it is stolen, the teacher will be held responsible for its replacement.
- Chromebooks that are believed to be stolen might be tracked through Google Chrome – Chromebook Locator, GPS ID or the NIC MAC Address.

III. COST OF REPAIRS

Teachers will be held responsible for ALL damages to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. should the cost to repair exceeds the cost of purchasing a new device, the teacher will pay for full replacement.

Sacred Heart School - Ateneo de Cebu reserves the right to confiscate and search the Chromebook to ensure compliance with the Acceptable Use Agreement.

I understand and will abide by the Chromebook Acceptable Use Agreement stipulated on this document. I further understand that any violation of the regulations above is my sole responsibility. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss of theft of my assigned Chromebook is my responsibility as well as any neglect towards the Chromebook.

Chromebook Model: _____

Serial No: _____

Teacher's Name: _____

Signature: _____

Date: _____

E-mail: _____

Phone: _____