



# SWEETWATER INDEPENDENT SCHOOL DISTRICT

## Chromebook Handbook

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# Sweetwater ISD 1:1 Program

The focus of the 1:1 program (1 Chromebook for every student) at Sweetwater ISD is to ensure all resources to meet or exceed the needs of our Students regardless of the situation, asynchronous face-to-face or asynchronous Online at home.

The Chromebook 1:1 Program facilitates:

- Access to digital textbooks and other education resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook program for students that attend Sweetwater ISD. Please note that teachers may set additional requirements for use in their classroom.

## Student Chromebook Pledge

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home or ensure it is connected at school.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by only carrying it in an issued backpack/case or SISD approved backpack.
8. I understand that my Chromebook is for educational use.
9. I will not deface my Chromebook (no stickers, writing, engraving, etc.).
10. I will not remove the access tag or label that contains my or district related information for the device.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Sweetwater ISD until released to me at graduation.
12. I will file a police report in case of theft or vandalism within 24 hours and contact my Campus Administration.
13. I will be responsible for all damage or loss caused by neglect or abuse and understand fees will be assessed.
14. I agree to return the Chromebook, power cord, and case (if provided) in good working condition at required check-ins.
15. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

## Technology Cost/Replacement Procedure

Technology will review damaged devices to determine if repairs are possible, or if a replacement is required. If a fine is assessed against a student's account, an email will be sent to the primary guardians with instructions on why the fine was assessed, how to appeal (within 15 days of the notice) and how to make a payment (Campus procedures - example is cash). If an appeal is submitted, this will not prevent a student from receiving their repaired/replacement device.

As with textbooks, in the event of damage, loss or theft, a student will be charged a fine to cover the actual repair or replacement costs for school-issued materials, which include 1:1 devices. The prices below are cost estimates for replacement parts as of September 1, 2020, and are subject to change based on available pricing at the time of the repair.

Equipment	Damaged Equipment Cost	Lost/Stolen Equipment Cost (full cost of the device)
Chromebook	\$10 - \$395	\$200 - \$395
Chromebook Keyboard (full replacement/cannot replace single keys)	\$40	
Screen replacement	\$90-\$160	
Headphone jack	\$20	
Power Cord (not Charger)	\$10	
Water Damage (MB,Battery,Screen, Wifi card, etc...)	\$100 - \$395	
Battery Replacement	\$50	
Motherboard	\$130	
Daughterboard (1x Charging port, USB)	\$10	
Chromebook Charger (brick - 45W)	\$30	\$30
Chromebook Charger (brick - 65W)	\$40	\$40
Top Cover	\$30	
Bottom Cover	\$55	
Touchpad	\$22	
Camera	\$22	
Hinges	\$30	
Asset Tag Replacement	\$2	

## Care Of The Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be reviewed by the Technology Department for an evaluation of the equipment.

## General Precautions

- A district Chromebook is school property and all users will follow the [RESPONSIBLE USE OF TECHNOLOGY RESOURCES](#) and [Parent/Student Agreement Form](#).
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- District Chromebooks must remain free of any permanent writing, drawing, stickers, or labels that are not the property of Sweetwater ISD.
- Chromebooks, when not in the student's possession, must always be stored in a secure location.
- The Chromebook should only be used in a safe environment and not while the user is walking, driving or involved in any activity that may put the Chromebook or user at risk of being damaged or injured, respectfully.

## General Care

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks have sensitive screens. Excessive pressure could result in blurring or cracking if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where it might be subject to an accidental fall.
- While the Chromebook cases are sturdy, drops from heights can damage the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks are sensitive to excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, etc.
- Do not block air flow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with a district inventory tag which is not to be removed.

- Damage, loss, or theft must be reported immediately.

## Carrying Chromebooks

- If we are in a situation where the device is to be taken home, keep your Chromebook in a case or backpack when not in use.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.

## Screen Care

- The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Avoid placing pressure and/or weight (such as folders and workbooks) on the Chromebook screen.

## A/C Power Adapter

- The port on the power adapter is fragile - insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebooks power adapter up so the cords don't become tangled/knotted.

## Charging Your Chromebook

- A Chromebook holds a charge for 6-8 hours.

- If take home Make sure to plug your Chromebook in each night so that it is fully charged for the morning.
- There may be limited power available at the school and you may not be able to charge it during the day so ensure it gets checked in so it can be charged.

## Keeping Your Chromebook Clean

- Never use any product containing any ammonia, or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth

## 5 Steps to Sanitizing a Chromebook

- **Step 1: Power off the device.** You will be applying liquid solutions to your Chromebook, so powering it off is a must.
- **Step 2: Remove any accessories or plug-ins such as cases, USBs, and headphones.** Once removed, cases can be separately disinfected with sanitizing wipes or spray.
- **Step 3: Clean the screen with an LCD-safe solution applied to a [microfiber cloth](#).** Strong alcohols can eat away the coating on LCD screens. However, LCD-safe solutions such as [50% isopropyl alcohol](#) (diluted with distilled water) and [dimethyl benzyl ammonium chloride](#) can be used to properly disinfect Chromebook screens. Never use Windex® or similar products, which contain ammonia, and never use any solutions containing acetone, ethyl alcohol (ethanol), ethyl acid, or methyl chloride. Also, while diluted vinegar may be safe for removing dirt and smudges from LCD screens, it's not an effective disinfectant against many types of common germs, including those that cause colds, flus, and viruses.  
To clean, wet a microfiber cloth in LCD-safe solution so that it's damp enough to feel wet, but **not** damp enough to create any drips (drips are bad). In extreme cases they can ruin the bottom edge of your screen if they get sucked between the layers of the LCD through capillary action). Rub the microfiber gently on the screen in a back-and-forth motion, using the broadest strokes you can. Avoid small circular motions, which can sometimes leave buffed-out spots or whorl marks on the screen.  
Never use paper towels, kitchen rags, or any type of cloth other than microfiber. These could damage your screen.

- **Step 4: Use [70% isopropyl alcohol](#) applied to a [soft cotton rag](#) to wipe down the keyboard and external chassis. DO NOT spray your device with disinfectant. It's important that the solution is applied to a rag or cloth first so that liquid doesn't seep into the keyboard. This can damage the keyboard itself or important components housed beneath. CAUTION-70% Isopropyl alcohol is highly flammable, so keep it and anything covered in it away from any sources of ignition.**

- **Step 5: Wait for the alcohol solution to completely evaporate before turning your Chromebook back on.**

The 70% isopropyl alcohol in the solution is non-conductive (meaning there's no need to worry about that part affecting the electronic components of the device). It's the other 30%, which consists mainly of water, that *is* conductive. Because of this, it's important that you power down your device pre-cleaning and wait until the alcohol has completely evaporated before turning your Chromebook back on. If you're like us, you may be thinking, "why don't I just use a higher concentration of alcohol to speed the drying process?" Well, counterintuitively, the disinfectant properties of isopropyl alcohol drop off rapidly at concentrations higher than 70%<sup>3</sup>, so in this case, stronger isn't better.

# STUDENT GUIDELINES FOR RESPONSIBLE USE OF TECHNOLOGY RESOURCES

## Introduction and Purpose of this Document

Sweetwater ISD understands that leveraging technology, both in the classroom and at home, provides the opportunity for students to become progressively active learners, problem-solvers and creative thinkers. In order to accomplish the future ready vision, Sweetwater ISD embraces what it means to be a future ready learner by engaging our students in safe, ethical practices in a digital environment. The Responsible Use Policy is based on the premise that future ready students need to learn how to be responsible users, make informed choices and exercise accountability for their behavior. When using the System and technology devices, student behavior should reflect the same responsible, ethical behavior as outlined in the Student Code of Conduct. This document is intended to provide clarification on those expectations as they apply to technology usage and is consistent with District policy.

## Annual Review

Students are required to review these guidelines at the beginning of each school year and agree to the terms in writing. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology as part of their review of the Student/Parent Handbook and the Student Code of Conduct.

## Digital Citizens of Sweetwater ISD

Students using technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes:

### Respecting Yourself.

Users will apply appropriate language/content in all online posts, as users continuously represent Sweetwater ISD and yourself whenever and wherever they use online communications.

Protecting Yourself. Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodian of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and backup all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

(This includes passwords.)

### Respecting Others.

Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else, or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others. Users will adhere to current copyright law.

Protecting Others. Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, online bullying or harassment, vulnerabilities, risks, and

breaches involving campus technology.

Respecting and Protecting Intellectual Property. Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

### Monitoring of Computer and Internet Usage

Users should have no expectation of privacy regarding their use of District property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. The District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity, and ensure user compliance with state and federal laws and the District's policies. In addition, users should be aware that the District will comply with lawful orders of courts, such as subpoenas and search warrants. The District is also subject to the Texas Public Information Act, which may require disclosure of information transmitted through its technology resources, including email communications.

### Children's Online Privacy & Protection

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Many resources utilized by SISD are agency resources which are contracted by the district as specific learning resources. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Google Suite for Education, blogs, online presentation tools, and other digital resources.

### Bring Your Own Device (BYOD)

SISD does **NOT** permit students to bring their own device for use during the school day **in the classroom** and connect to the guest network. There is a student network they may connect cell phones and devices to for use outside the classroom. This Internet access is filtered on premise by the District on personal technology devices in the same manner as District-owned equipment and requires decrypt and inspect on all traffic. BOYD lacks classroom management and oversight that we can provide with district owned devices on premise or at home. If network access is needed, connection to the filtered, wireless network provided by the District is required. BYOD devices are the sole responsibility of the student owner and not permitted in the classroom during instruction. The campus or District assumes no responsibility for personal technology devices if they are lost, loaned, damaged or stolen. Students are prohibited from trading or selling these items to other students on District property, including school buses. Campus administrators and staff members have the right to prohibit use of BYOD devices at any time, during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) or designated locations (restrooms and locker rooms) while students are on campus. An administrator may examine a student's personal technology device and search its contents, in accordance with disciplinary guidelines.

### Use of District Provided Internet Access

The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information including textbooks, teacher built content, and other digital materials. District provided Internet access is for educational purposes and instructional use.

The District will utilize a filtered, wireless network as defined by the federal Children's Internet Protection

Act (CIPA) through which all student devices will connect. Any attempt to disable or circumvent (aka proxy) the District filter is strictly prohibited. Students will be allowed to use the Internet between classes and in the cafeteria setting at the discretion of campus leadership. Causing network congestion through mass consumption of system resources is prohibited. Examples of this include extensive video or game streaming and mass email forwards.

## **Student Access to District Devices**

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Students may also be allowed to use the local network and public Wi-Fi with campus permission. For access to a 1:1 device, parents of secondary students must fill out the 1:1 Secondary Student Device Usage Agreement Form prior to receiving the student device.

## **Access for All Students**

The District is committed to ensuring that all students can access the educational opportunities and benefits available through District devices and web content. If a device or opportunity is not equally accessible to a student, the student or parents should contact the campus principal so accommodations or modifications can be provided, as needed.

## **Appropriate Behavior**

Access to the District's computer/network/Internet is a privilege, not a right. Campus and District Administrators are responsible for determining what is considered to be inappropriate use of the Sweetwater ISD computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the employee's supervisor and Human Resources. All actions on a district issued device may be monitored at any time. Both District issued and personal technology devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **Physical Care of Property**

- Keep the device secure and damage free.
- Keep track of your device, charger, and cord.
- Bring your charged device to school each day.
- Make sure to store your device in a secure environment when not in use. Some examples of unsecure locations are: car, unlocked athletic locker, bleachers, etc.
- Devices are not water resistant. Take precautions when dealing with liquids and food.
- Devices are not intended to have heavy weight placed on them. Do not stack things on top of the device.
- Safely transport your device in a weather resistant manner.

## **Security**

The District strives to help students make informed choices and exercise accountability when using digital content. In the unlikely situation that a student accesses inappropriate or harmful material, the student is to discontinue use and report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access

to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the

Board-approved Student Code of Conduct.

### **Content/Third-Party Supplied Information**

Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems, such as chat rooms and social media, in the global electronic network that may contain inaccurate and/or objectionable material. It is the student's responsibility to make ethical decisions when interacting in an online environment.

### **Commercial and Political Use**

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited. Marketing by Non-SISD Organizations Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited. Users may not use their accounts for non-school related activities including but not limited to: financial gain, personal advertising, promotion, non-government related fundraising, or public relations, political advertising, or religious proselytizing.

### **Email**

All students 4th grade and above will be issued email accounts. As appropriate, students will use these email accounts for educational purposes. This includes sharing work and communicating digitally with classmates, teachers and parents. Students should keep personal and confidential information private. This means they should not share address, phone number, or any other personally identifiable information about themselves or others. If you should receive an inappropriate or questionable email, you are encouraged to immediately notify an adult and send an email to [info@sweetwaterisd.net](mailto:info@sweetwaterisd.net). The district uses multiple email security systems to scan both inbound and outbound email for spam, viruses, appropriate content, attachments, and bulk marketing. This means the system blocks access to language and visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Parents wishing to deny access to District email must request this in writing to the campus principal.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party

individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system. The District makes every effort to limit access to objectionable

material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Acknowledgment and Agreement**

I have read and will abide by these Responsible Use Guidelines and understand use of technology resources is a privilege, not a right. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences. My signature on the Acknowledgement in the Student and Parent Guidebook and/or Student Code of Conduct as appropriate, confirms my receipt of these Guidelines and my agreement to follow them as a condition of access to District Technology Resources.

# Student / Parent Equipment Use Agreement

Sweetwater ISD is excited to provide the opportunity for our students to take home a digital device for learning. Please understand that prior to taking the learning device home. A checkout form is attached outlining the cost if damaged, stolen, or lost. Students must follow the Sweetwater ISD Responsible Use Guidelines.

## Student Information (please Print)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_

## Parent/Guardian Information (please Print)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Student Code of Conduct

1. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Sweetwater ISD staff for any purpose.
2. Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
3. Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birthdates must not be stored on device or shared online.
4. Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.
5. Disclaimer. While SISD uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. Sweetwater ISD has a 3-layer approach when students are using the Internet. The device is automatically routed through Sweetwater ISD's filter for appropriate content which provides the first layer. The second layer is the monitoring of an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

## Responsible Use and Care

1. The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
2. The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
3. The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.

4. The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects will never be used on the screen.
6. The device will be kept away from siblings who are not students and pets at all times.
7. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

SISD assigns to Student the use of the following equipment and accessories:

✓	Equipment	Damaged Equipment Cost	Lost/Stolen Equipment Cost	Student Initials	Parent Initials	Staff Initials
✓	Chromebook	\$100 - 200	\$200 - \$395			
✓	Chromebook Charger	\$30	\$30			

**Device Notes (existing damage or condition prior to checkout):**

**Parent/Guardian Pledge for Device Use**

I, \_\_\_\_\_ (print parent/guardian's first and last name)  
agree to the following conditions:

- I pledge to take an active role in my student's participation in the Device Loaner initiative and will follow the district's **Acceptable Use Guidelines** as described on the [District Website](#).
- I hereby give my permission to allow my child to be issued a loaner device for the current remote learning or mandatory school closure time period.
- I will file a police report in case of theft, vandalism and loss of the device within 48 hours.
- I understand that the device and all accessories are District owned and all content on the device is subject to review at any time.
- I understand if my child purposefully damages, or loses the device or any accessories, I am financially responsible for all expenses related to the repair or replacement.
- I understand that if my student fails to return all equipment issued to them at the end of the school year or mandatory school closure or upon termination of their enrollment at Sweetwater ISD that I will be responsible for payment of a replacement device and/or accessories. I also understand that failure to return any issued equipment may result in a theft report being filed with the Sweetwater Police Department.

**Signature**

I have read and agree to the Parent/Guardian Pledge as detailed above.

Parent / Guardian  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

