

Holy Cross Academy Technology Policy and Chromebook Loan Agreement

A school laptop is being loaned to the student named above under the following conditions:

- The student laptop loan agreement, which is signed by the parent/guardian and student will be kept on file at the school. This agreement may be rescinded at any time at the discretion of the Principal.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- Holy Cross Academy does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians accept financial responsibility for repair costs related to damage due to purposeful action or negligence. Damage to the laptop should be reported to Holy Cross Academy administration within 24 hours. Holy Cross Academy will proceed with legal action, should financial obligation be ignored. A replacement laptop costs \$400.
- Parents/guardians accept financial responsibility for replacement costs related to theft or loss of laptop. Theft or loss of laptop should be reported to Holy Cross Academy administration within 24 hours. Holy Cross Academy will proceed with legal action, should financial obligation be ignored. A replacement laptop costs \$400.
- The student and parent agree to indemnify Holy Cross Academy against any claim, suit, or damage that results from the student's possession or use of the computer equipment, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights, personal injury or property damage, including costs, expenses and reasonable attorneys' fees.
- The laptop, which is the property of Holy Cross Academy, must be returned prior to the end of the school year, or in the event of school change or early withdrawal.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to use your Chromebook daily, you must be willing to accept the following responsibilities.

- When using the Chromebook, I will follow the technology policies of Holy Cross Academy. As outlined in the Parent-Student Handbook.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an unsecure location, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone. It will stay in my possession at all times.
- I will not load any software on the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will honor my Catholic values when using the Chromebook.
- I will not give out personal information when using the Chromebook.

- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the Chromebook.
- I will recharge the Chromebook battery each night before leaving the school.
- I will place my Chromebook in a secure location when not in use.

By the signatures, the student and his/her parent or guardian indicates intent to use this equipment for purposes of facilitation of the educational program of Holy Cross Academy. The undersigned agree that this property will be treated with care, with the understanding that the parent or guardian will be fully responsible for any costs associated with damage, loss, or theft.