

## LAPTOP/CHROMEBOOK AGREEMENT

This document provides information about Laptops and Chromebooks, procedures relative to loss or damage to these devices and other expectations. Use of these devices, like any other use of School Technology, is governed by the Diocese of Trenton's Acceptable Use of Technology Policy, which students and their parents/guardians are responsible for reviewing and understanding.

TCA students and their parent/guardians must sign the Laptop/Chromebook Agreement and return the completed form in order to receive a device and power cord. These items will not be issued without a student and parent/guardian signature. Inappropriate use of School technology may result in limited or banned computer use and/or disciplinary action, as outlined in the Student Handbook.

### Laptop/Chromebook Understandings

- The Laptop or Chromebook 1:1 learning device is the property of TCA.
- TCA has the right to collect, inspect and/or alter the device at any time.
- Students may not use a personal computing device in lieu of the school provided learning device.
- Users of TCA technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Laptop or Chromebook, school network, or any school-issued applications. There are no guarantees that data will be retained and may be destroyed.
- Student data is hosted in the Google cloud; TCA is not responsible for data loss.

### Laptop/Chromebook Care and Responsibilities

Students will:

- make sure your device is fully operational while at school
- comply, at all times, with the Acceptable Use of Policy as described in the Student Handbook when using your device
- bring your device fully charged to school every day
- not "loan" out your device to others; you will be held responsible if device is damaged
- protect your passwords
- keep your device clean, treat your device with care and never leave it in an unsecured location
- promptly report any problems with your device to Ms. Sudziarski
- not attempt to install any software or operating system on the device
- not remove or deface the serial number and other identification tags
- not attempt to change the physical structure of the device; this includes adding stickers

### Theft / Loss / Damage / Repair

If a student's device is stolen, they must notify Mr. Petrilla, Ms. Sudziarski and file a police report. The police report must be returned to school to file an insurance claim. If a Chromebook has been stolen and no police report obtained full replacement costs may be charged to the student and his/her parent/guardian.

Charger/AC Adapter and Stylus (Laptop only) are not covered by loss/theft insurance or accidental damage insurance.

There will be a \$20.00 surcharge for damage to the device due to careless handling and neglect.

Replacement Charger Cost - \$40.00; Replacement Stylus Cost (Laptop only) - \$20.00

All students are required to pay a yearly \$50.00 insurance payment to cover accidental damage, loss or theft of the device. Agreement must be signed during device pick up in August, 2020 along with the \$50.00 insurance payment (payable to Trenton Catholic Academy) to receive your device.

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By signing below, the student and parent/guardian agree that they have read and understood the TCA Laptop/Chromebook Agreement that they agree to follow and be bound by the guidelines above as well as all other applicable School policies and procedures. The student and parent/guardian agree that TCA owns the Laptop or Chromebook, management software and peripherals and that if the student ceases to be enrolled in TCA for any reason, the Laptop or Chromebook and issued peripherals must be returned to the School in good working order or full replacement cost may be charged to the student and parent/guardian.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please print)

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

Parent/Guardian Name \_\_\_\_\_  
(Please print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ \$50 Insurance Payment: \_\_\_\_\_