

Christ the King School

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CTK Device Use Agreement

This document provides information about Chromebooks, Tablets or electronic devices, and procedures relative to loss or damage to the Chromebook, Tablets or electronic devices, and other expectations. Use of a Chromebook, or Tablet like any other use of Christ the King Technology, is governed by our Christ the King's Use of Telecommunications Agreement which students and their parents/guardians are responsible for reviewing and understanding in the handbook.

Each student in kindergarten - 8th grade will be issued a Chromebook or Tablet.

As a student of Christ the King School, I promise to:

Preserve reference tags on my Chromebook or Tablet:

- Leave all school placed stickers and tags (CTK Chrome sticker, inventory barcodes, etc.) intact on the device. Be a good digital citizen.

Follow all agreements in the Parent/Student Handbook regarding media, internet, & technology, including but not limited to:

- I will use only my own Google account and no other person's Google account.
- I understand that my CTK school issued account should only be used for school communication and school work and is the property of Christ the King.
- I will not use the device to look at, send, copy, or create material that is rude, inappropriate or meant to hurt someone's feelings.
- I will be respectful, responsible, and safe while on the device.
- I will make the device available at any time to any school administrator or teacher for inspection of any messages or files sent or received on their CTK issued device.
- I will report to the building administration or a teacher any incidents of inappropriate communications sent in any form using their CTK owned technology.

As a parent/guardian of Christ the King School, I will:

- Support my student in keeping the promises above.
- Accept the same financial responsibility for the Chromebook or Tablet as I do for the textbooks my student brings home. This includes the cost of replacing a lost, stolen or intentionally damaged device.
 - The maximum charge for a lost or stolen Chromebook or Tablet is \$250.00.
 - Accidental Damage – If a device is accidentally damaged, please have your student bring the device back to school the next day and report any damage to the student's teacher.

- Intentional Damage – Full price of repair or replacement will be the responsibility of the parent/guardian and a meeting with an administrator will be required before a device will be reissued. Consequences may be issued per the Student Code of Conduct.
- Lost/Stolen Device – A fee of \$250.00 will be collected for a lost or stolen device and a parent/guardian meeting with an administrator will be required.

Inappropriate use of CTK technology may result in limited or banned chromebook use and/or disciplinary action.

Chromebook & Tablet Understandings

- The Chromebook or Tablet is a 1:1 learning device and is the property of Christ the King School.
- Christ the King School 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 district provided Chromebook or Tablet.
- Users of Christ the King technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, Tablet, school network, or any school-issued applications. There are no guarantees that said data will be retained and may be destroyed.
- Student data is hosted in the Google cloud; Christ the King School is not responsible for data loss

Chromebook Care and Responsibilities

It is the student's responsibility to make sure he/she has a fully operational Chromebook or Tablet while at school.

Students must:

- comply, at all times, with the policies set forth in the Parent/Student Handbook when using their Chromebook or Tablet.
- keep their device clean, treat their device with care and never leave it in an unsecured location.
- never add any apps or extensions on their Chromebook or Tablet that are not installed by a member of our Christ the King technology staff.
- promptly report any problems with their Chromebook or Tablet to their teacher.
- not attempt to install any operating system on the Chromebook.
- not remove or deface the serial number and other identification tags.
- not attempt to remove or change the physical structure of the Chromebook.

The chromebook or tablet will be issued at no cost to the student; however, payment of a \$30 device protection fee per kindergarten - 8th grade student annually is required.

The student and their parent/guardian agree to accept the following:

- Christ the King School owns the chromebook or tablet, software and issued peripherals.
- This agreement form may be updated, changed or modified at the sole discretion of Christ the King's Technology Department and/or Administration. Advanced notice will be provided if any changes are to occur.

Chromebook Protection Plan Fee

This protection plan provides against damage of the loaned chromebook or tablet equipment while in the student's care. Coverage and benefit:

- The total Chromebook Protection Fee is \$30.00 per school year. It is not refundable. The fee is to be paid at the start of the school year.
- The benefit covers the chromebook or tablet only. (Charger is NOT covered)
- This coverage is effective from the date the protection payment is received by the school through the end of the school year.
- It will be the responsibility of the school administration to determine if damages were due to negligence or accidental. A student with a damaged chromebook or tablet may be given a replacement if one is available. If the chromebook or tablet or its replacement is damaged beyond repair or lost or stolen a second time, the student may not be permitted to take the chromebook or tablet outside of the building.