

Chromebook User Agreement

Procedures and Information



Cardinal Stritch Catholic High School & Academy

2018-2019



Cardinal Stritch

Catholic High School & Academy

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1:1 Mission

Connect | Collaborate | Captivate

Cardinal Stritch Catholic High School & Academy wants to ensure that all of our students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with 21st century skills of problem solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues--not just in their own office, but within a global community of colleagues and customers.

Program Overview

Cardinal Stritch implemented a 1:1 (one student having their own device) program using the Apple iPad. Starting in the 2017/2018 school year, Cardinal Stritch deployed a 1:1 Google Chromebook program for Middle School and High School students. We chose to change our 1:1 device to a Chromebook as it is a better tool to create a connected, self-motivated, and unique educational experience for our students. We are growing our 1:1 Chromebook program to cover all students grades 2-12 for 2018/2019 school year!

Chromebooks will be assigned to all students grades 2-12 and to transfer students for the entirety of their high school careers at Cardinal Stritch Catholic High School & Academy. Students are accountable for ensuring the care of the equipment entrusted to them. Students will receive a chromebook, charger, and protective case. Proper care and expectations for all items is covered in this handbook.

Chromebook Distribution

All students in grades 2-12 will be issued a Google Chromebook at the start of each school year for educational use in school and at home with proper paperwork on file. All students in grades 2-4 will have access to their individually issued Google Chromebook in their classrooms. Students in grades 5 & 6 will have a gradual rollout to taking their devices home every night. Students in grades 7-12 will take their devices home every night starting at the beginning of the school year. Cardinal Stritch Catholic High School & Academy retains sole right of possession of the Chromebook. Cardinal Stritch Catholic High School & Academy lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Cardinal Stritch Catholic High School & Academy administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students will be issued the same Chromebook each year. Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year.

Day Loaners

Day Loaners will be available for students who do not have the proper paperwork filled out or for students who do not have their Chromebooks for the school day. Day loaners will be issued to the student through the Technology Office and returned to the Main Office at the end of each school day. Day loaners will not be allowed to leave the school building for any reason. Day loaners will be individually checked out to students and students are responsible for any damage that happens to it during that time.



Extended Loaners

Extended Loaners will be available for students who are having their Chromebook repaired. Extended Loaners will be issued to the student through the Technology Office and returned to the Technology Office when their original Chromebook is returned to them. Extended loaners will be treated like the originally issued Chromebook until they receive their Chromebook back from repair. Students are responsible for any damage that happens to it during that time.

Vendor Warranty

Chromebooks are purchased with a limited warranty. This limited warranty covers manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or malware. Please report all Chromebook problems to the Technology Department. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, Cardinal Stritch will replace the Chromebook at no charge with a similar model.

Chromebook Insurance Program

Cardinal Stritch Catholic High School & Academy requires school issued insurance (DPi) be purchased each year before a student can pick up their Chromebook. The DPi has a premium of \$40 per school year. The coverage takes effect once payment is received, and the Chromebook is issued to your student. It is not retroactive. Buying into the program provides coverage only during the current school year and will need to be renewed at the start of each school year. The program fee is non-refundable, and does not transfer to the next school year if the insurance is not used.

When a repair needs to be made, students are responsible for a deductible based on the schedule below.

- First Incident: **\$0**
- Second Incident: **\$25**
- Third Incident: **\$50**
- Fourth Incident: **Full cost of repairs** and student loses the privilege to take the Chromebook home for the remainder of the year.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the Technology office during school hours. The devices will be maintained by Cardinal Stritch's IT Staff. Only Cardinal Stritch's IT Staff can perform repairs on the devices. Normal part failures outside of the control of the student and device damage are dealt with differently. The judgement call is left up to the school's technology staff.



Chromebooks under repair

Students will bring their Chromebook, that is in need of repair, to the Technology Office to be evaluated. Each step of the repair process will be logged and recorded by the technology staff. All fees and fines will need to be paid before the device is returned to the student. Below is the Chromebook repair plan that the technology office follows:

- Student brings his/her Chromebook to technology office.
- Student completes the "ORANGE" Chromebook repair form.
- If needed, a loaner Chromebook will be issued to the student during the length of repair.
- Technology staff receives and repairs the Chromebook.
- Student is notified of repair completion.
- Student returns Loaner Chromebook (if applicable)
- Student signs "ORANGE" form (leaves form) to take back the repaired Chromebook.
- If an extended loaner Chromebook is issued, the student must treat their loaner Chromebook as their originally issued device.
 - A student using a Loaner Chromebook will be responsible for any damage to or loss of the loaned device.
 - Chromebooks on loan to students while having devices repaired must be returned to the Technology Department when the original device is repaired.
 - The student will be contacted through email when their device is repaired and available to be picked up.

Chromebook Theft /Loss of Chromebook

A Chromebook or any of it's accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It is the responsibility of the student and parents to work with the school and/or law enforcements to help recover lost or stolen items. **Lost or stolen devices are not covered under the DPi.** Replacement devices and accessories must be purchased through the school and not through a outside retailer. Students and parents will be responsible for school-owned technology property that is issued to them, just as they are for other school-owned items such as textbooks, calculators, cameras, or athletics equipment.

Chromebook Loss to a Catastrophic Event

A Chromebook or any of it's accessories that are destroyed or damaged due to a catastrophic event need to be reported to the school's technology staff. Anything that remains of the device and its parts will also need to be returned. Documentation of the Chromebook loss will be filled by the school's technology staff at that time. Students can file a Request for Replacement Chromebook form with the Director of Technology and Digital Learning. The request will be reviewed by the school's Administrative team. All approved request will be charged a replacement deductible fee (\$75).

Fines

Fines surrounding Chromebooks will be handled in the same fashion as the textbook or equipment fine. Access to (but not limited to) grades/transcripts/diplomas will be revoked once your account is past due (45 days after initial invoice is given) Unpaid fines may be turned over to the collection agency. Students and Parents will be notified of outstanding fines.



Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to Cardinal Stritch's **Acceptable Use Policy** and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. **Respect Yourself**
2. **Protect Yourself**
3. **Respect Others**
4. **Protect Others**
5. **Respect Intellectual Property**
6. **Protect Intellectual Property**

Internet Filtering

Cardinal Stritch utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected, logged and monitored by the school. This filtering is very good, however, it is not perfect. We ask that parent(s) and guardian(s) monitor their child's Internet activity as an additional precaution. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.**

Taking Care of Your Chromebook

Each student will be issued a protective case for his/her Chromebook that should always be attached to the device. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

General Precautions

- Food or drink is not recommended near your Chromebook.
- Your Chromebook and its accessories should be protected from water and extreme heat/cold.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.



Screen Care

- It is recommended to transport Chromebooks with care and in protective cases.
- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open
- Never stack heavy objects such as textbooks on top of your chromebook. The added pressure can damage the screen.
- The Chromebook can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Account Security

Students are required to use their Cardinal Stritch Catholic High School & Academy Google Apps for Education user ID and password when using their Chromebooks. Personal accounts cannot not be used. Students must protect their accounts and are required to keep their login credentials confidential.

- Cardinal Stritch Catholic High School & Academy has the authority and ability to monitor any and all school district devices.
- Students should not allow anyone else to use their Chromebook while the student is logged in.
- Students are responsible of their issued device. Any actions and outcomes of those actions are at the sole responsibility of the student the device was issued to.

Storing Your Chromebook

- When students are not using their Chromebook. they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom,
- If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school's main office.
- **Unsupervised Chromebooks will be confiscated by staff and brought to the school's technology staff.**



Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Chromebooks should be stored in a locked location when the Chromebook is not being managed by the owner (i.e while in gym, art or lunch).

Students will always log into their Chromebooks using their school-issued Google Apps for Education account. Students should never share their account passwords with others. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile Internet devices. However, files may be stored on the Chromebook's hard drive for offline work when internet services is not available. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on a portable storage devices as well as on the Google Apps for Education Cloud storage. **PLEASE NOTE: GOOGLE APPS FOR EDUCATION ACCOUNTS WILL BE DEACTIVATED WHEN A STUDENT GRADUATES AND OR LEAVES THE DISTRICT. ALL IMPORTANT INFORMATION WILL NEED TO BE COPIED TO A NEW CLOUD ACCOUNT AND/OR PORTABLE STORAGE DEVICE. THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**

Chromebook, Cover & Bag Personalization

- Students are not allowed to apply stickers or other sticker like embellishments to their chromebook or case.
- Students are not allowed to draw, write, paint or otherwise permanently alter their chromebook, cover or case.
- Student can use removable static clings to personalize their Chromebook case as long as it is appropriate for school and does not cover any identification stickers. These clings must not leave any residue behind and will need to be removed each year when checking your chromebook in.
- Students are not allowed to remove asset tags or other identification stickers from their chromebook or case.

Printing

- Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing.
- It also saves on paper, ink and toner use, thereby saving the school money.
- There are ways to print from the Chromebooks at home, but it's not encouraged. With this in mind our staff will be collecting most assignments digitally going forward.
- All student work will be stored in an Internet/cloud application. Students will have limited printing from their Chromebook at school.



Using Your Chromebook at Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Some documents saved in Google Drive as a (Google Doc, Sheet, Slide and email/calendar) will be accessible to the student without the need for an Internet connection. This enables students to work on documents off-line at home. The off-line feature will need to be enabled before the student leaves a Wi-Fi Internet connection. Students are bound by the Cardinal Stritch Acceptable Use Policy, Chromebook User Agreement, Student Handbook and all other guidelines from the school wherever they use their Chromebook. Chromebooks are only for student use. Parents, siblings, family and friends are not allowed to use the student's device.

Managing & Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Any modifications made while offline in Google Drive will be stored, and once the device is connected back to the Internet, the file will be updated. Some files may be stored on the Chromebook hard drive. Ultimately it is the student's responsibility to make sure all work is stored and backed up.

- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage applications.
- **All files saved under Cardinal Stritch's student Google Apps for Education account will be cleared when the student graduates or leaves Cardinal Stritch Catholic High School & Academy.**

Operating Systems on Your Chromebook

Students may not use or install any custom operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school. Wiping/altering the operating system will result in disciplinary action. Students should not power-wash or factory reset their device.

Updating Your Chromebook

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update Chromebooks. Google Apps for Education extensions and applications will be loaded to student Chromebooks through the school district based on educational need, school discretion and admin/teacher request.

Google Apps, Extensions and Add-ons

Google Apps for Education extensions and applications will be loaded to student Chromebooks through the school's technology staff based on educational need, district discretion and admin/teacher request.



Chromebook Identification

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device. Students will be assigned the same Chromebook for 4 years.

Take Good Care of It!

Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, case and charger/power adapter to the technology department on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (Chromebook, case, and charger/power adapter). Access to (but not limited to) grades/transcripts/diplomas will be revoked once your account is past due. Unpaid fines may be turned over to the collection agency. The school may also file a report of stolen property with the local law enforcement agency.

Students that withdraw from Cardinal Stritch must turn in their Chromebooks, case, and chargers/power adapters to the technology department on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (Chromebook, case, and charger/power adapter). Access to (but not limited to) grades/transcripts/diplomas will be revoked once your account is past due. Transfer paperwork will not be released until the devices are returned or the replacement cost is paid in full. Unpaid fines may be turned over to the collection agency. The school may also file a report of stolen property with the local law enforcement agency.



Chromebook FAQ's

Q. What is a Chromebook?

A. Chromebooks are laptops engineered specifically for cloud computing. Chromebooks are designed to be ultra portable and have excellent battery life. They run a light and secure operating system called Chrome OS that runs apps similar to a smartphone. They are best used with an internet connection, but also have limited offline capabilities. They can be used to surf the web, utilize productivity and collaboration tools within the Google Apps for Education Suite, create web content, edit audio/video/images, and do just about anything that you can do in a web browser on a traditional laptop.

Q. What is Google Apps for Education?

A. Google Apps for Education is a suite of products which includes classroom, mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.

Q: What grades are participating in the 1:1 Chromebook Program for the 2018-2019 School Year?

A: All students in grades 2-12 will be issued a Google Chromebook at the start of each school year for educational use in school and at home with proper paperwork on file. All students in grades 2-4 will have access to their individually issued Google Chromebook in their classrooms. Students in grades 5 & 6 will have a gradual rollout to taking their devices home every night. Students in grades 7-12 will take their devices home every night starting at the beginning of the school year.

Q: When will my student receive their device?

A: Devices will be distributed in August. At that time, students will receive a Chromebook, a protective case, and a charger. Students and parents will be asked to sign an agreement and purchase the school issued Insurance (Device Protection Insurance, DPI) prior to receiving their device.

Q: Will students have access to the devices beyond the school day?

A: Yes. Another benefit of the program is that learning can continue beyond the school day with the Chromebook. Students will be able to bring the device home throughout the school year. The devices will have the same filtered web access as they would at school. If you don't have a WiFi network at home, then students can still use them, but in a limited capacity. Some applications like Google Docs, Slides, and Sheets will work offline which allow you to write papers, create presentations, and use spreadsheets. You can also read PDFs while offline if they are stored in the device's local storage or a usb drive. The devices will be collected before the summer.

Q: Are students required to have them at school each day?

A: Yes. Chromebooks are expected to become an integral part of the education all students receive at Cardinal Stritch, and we want them to take advantage of the powerful learning resources available with it. Students will need to charge their device overnight so that it is fully at the beginning of the day.

Q: What is the device cost?

A: There is no cost for the device, but you are fully responsible for the safety and care of the device. There is a mandatory insurance program (\$40 per device/per year) for each student that helps offset the costly repairs if damages do happen. If the device is damaged there will be an additional deductible that is required. If the



chromebook is lost/stolen or experiences frequent damage, the student is responsible for the full repair and/or replacement cost.

Q: Who should we see, call, or e-mail if there is a problem?

A: The Cardinal Stritch Technology staff handles all of the technical support for the schools devices. If you are experiencing an issue with your Chromebook bring it to the attention of one of your teachers and they will contact the technology staff to take a look at it. If you are not in class and are experiencing issues, feel free to contact the technology department directly either by going to the Technology office located off the cafeteria or via email: techdept@cardinalstritch.org.

Q: Can my student use their device at home if we don't have access to the internet?

A: If you don't have a WiFi network at home, then students can still use them, but in a limited capacity. Some applications like Google Docs, Slides, and Sheets will work offline which allow you to write papers, create presentations, and use spreadsheets. You can also read PDFs while offline if they are stored in the device's local storage or a usb drive.

Q. Can the Chromebook be used anywhere?

A. Yes, as long as there is a WiFi signal to access the web. If there is no WiFi signal then you can use the device in limited function.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect. Chromebooks are extremely secure. Here is a video on [Chromebook security](#). Chromebooks utilize a verified boot feature which will automatically reinstall the operating system with a fresh secure version from google if malware is detected. This will not affect any files on the student's Google Drive stored in the cloud.

Q: How long does the battery last?

A: The normal life of the battery of the Chromebook is 8-10 hours. If a student brings a fully charged computer to school, it should last the entire day. There will not be opportunities for charging at school so it is important that you bring your device to school fully charged every day.

Q: Will students be able to access inappropriate sites when using their Chromebook off campus?

A: No, we do our best to ensure our child's online experience is safe. Before each Chromebook device connects to the Internet, it must pass through the school's network web filter. This happens whether the device is browsing on campus on school-owned networks, or off campus. Because of security settings built into the device, it must first route it's Internet connection back through our school's security settings before any website or online resource is accessible. We are currently running three separate internet content filters to help keep all of our students on track. If your child is using the Chromebook at school, at home or at a public library, it will always pass through our web filtering system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible. Web filters are not foolproof and are not a replacement for supervision.

Q: How can a student access a device if their Chromebook is being repaired?

A: The school has purchased a number of loaner devices that will be issued to students as their Chromebook is being repaired.



Q: How can a student access a device if they left their Chromebook at home?

A: The school has a limited number of daily loaners that may be issued to a student on a day-to-day basis. These day loaners are only issued for one (1) school day at a time and must be returned to the main office at the end of the day. Failure to return a day loaner will result in disciplinary action.

Q: Does the district have the ability to track technology that may be lost or stolen?

A: Steps have been taken to allow us to track devices in these scenarios. We are also coordinating with law enforcement to prevent avenues for resale. These systems are not perfect and heavily rely on internet access. So relying on these systems is not a guaranteed location of the lost or stolen device.

Q: Will Chromebooks take the place of all textbooks?

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. Cardinal Stritch views the Chromebooks as a vital tool to student learning but not the only tool.

Q. How are these web-based applications managed?

A. Cardinal Stritch's Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can pre-install as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

Q: Can I or another family member use my student's Chromebook?

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends or other individuals are not allowed to use it.

Q: My student has a personal google account, can they use that account on their chromebook?

A. No. Students can only use their school assigned Google Apps for Education account on their Chromebook.



Chromebook User Agreement: Sign-Off

Student Name: _____ (Please Print) **Grade Level:** _____

- I have read and will follow the policies outlined in the Chromebook User Agreement, Student Handbook and the School's Acceptable Use Policy while at school as well as outside the school day.
- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will charge my Chromebook battery to full capacity each night and bring it to school daily.**
- I will keep food and beverages away from my Chromebook as they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Cardinal Stritch Catholic High School & Academy.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and case in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and case in good working condition at the end of each school year.
- **I agree to be 100% responsible for any costs for damage to a day loaner when my assigned Chromebook is being repaired, charged, or left at home.**

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____



DEVICE PROTECTION INSURANCE (DPI) AGREEMENT

**** RETURN THIS AGREEMENT TO THE SCHOOL WITH PAYMENT TO RECEIVE YOUR CHROMEBOOK. ****

In this agreement, "Chromebook" means a School-Issued Chromebook and all its components, battery, charger, and case.

TERMS:

- You agree to pay **\$40 yearly device insurance Premium**.
- You will comply at all times with the Cardinal Stritch Chromebook User Agreement, Student Handbook as well as the Cardinal Stritch Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared. Students are solely responsible for their issued Chromebook.

TITLE:

- Legal title to the Chromebook is solely issued to Cardinal Stritch Catholic High School & Academy. The student's right of possession and use is limited to and conditioned upon full and complete compliance with the Cardinal Stritch Chromebook User Agreement, Student Handbook as well as the Cardinal Stritch Acceptable Use Policy.

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, Cardinal Stritch's Technology Department will assess the Chromebook damage and repair or replace the device.
- If the property is stolen, a police report must be filed by the student or student's Parent(s)/Guardian(s) involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- You agree to pay when repair fees are assessed. Students are responsible for a **deductible** based on the schedule below.
 - First Incident: **\$0**
 - Second Incident: **\$25**
 - Third Incident: **\$50**
 - Fourth Incident: **Full cost of repairs** and student loses the privilege to take the Chromebook home for the remainder of the year.

REPOSSESSION:

- Students not complying with all terms of the Cardinal Stritch Chromebook User Agreement, Student Handbook as well as the Cardinal Stritch Acceptable Use Policy, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from Cardinal Stritch Catholic High School & Academy.

APPROPRIATION AND PAYMENT OF FEES & FINES:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and case.
- All fees and fines must be paid on a yearly basis on or prior to the receipt of the Chromebook.



DEVICE PROTECTION INSURANCE PAYMENT FORM

THIS PAGE MUST BE SIGNED AND RETURNED TO THE SCHOOL WITH PAYMENT BEFORE YOU WILL RECEIVE YOUR SCHOOL ISSUED DEVICE.

\$40 - Device Protection Insurance

(non-refundable, non-prorated) per year, per device

If you have multiple students, please list all students that apply to this payment:

Student Name: _____

Grade: _____

By signing below you agree to the Device Protection Insurance Agreement as stated. Once payment is received, the coverage window begins and will end on the last day of school (May 24th 2019).

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Payment Method: Cash Check (# _____)

Please circle one