



HOLY FAMILY
CRISTO REY
CATHOLIC HIGH SCHOOL

Device Policy & Handbook

The policies, procedures, and information within this document apply to all school-provided iPads, Chromebooks, and other devices used at Holy Family Cristo Rey Catholic High School by scholars, and staff.

Teachers may set additional requirements for device use in their classroom.

Revised and Approved, October 30, 2023

Holy Family Cristo Rey Catholic High School

Device Policy & Handbook

During the 2023–2024 school year, every scholar enrolled at Holy Family Cristo Rey Catholic High School (HFCR or School) will be issued a school-owned iPad for their individual use in class and at home. HFCR also maintains a supply of Chromebooks that can be temporarily loaned to scholars on an as-needed basis. This document provides scholars and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Scholars and their parents/guardians are reminded that the use of technology is a privilege and not a right, and that everything done on any device, network, or electronic communication device owned by HFCR may be monitored by school authorities. All technology use is governed by HFCR's Technology Acceptable Use Policy, contained in the HFCR Scholar & Parent handbook, which is incorporated by reference in this agreement. School staff will also use a device management software program of its choice, to monitor and manage how iPads are used. Inappropriate use of technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, suspension, expulsion, and/or legal action. Scholars and their parents/guardians are responsible for reviewing the Device Policy & Handbook and are bound by its terms.

Ownership of Devices

HFCR retains the sole right of ownership to all iPads and Chromebooks. iPads will be individually assigned to scholars and should only be used by the assigned scholar; iPads should not be loaned to anyone else for any reason. If a scholar loses or destroys his/her assigned iPad he/she will not be issued another one unless a charge of \$300 is paid. A HFCR Chromebook may be LOANED to the scholar for educational purposes during the school day but the scholar will not be able to take the school-owned Chromebook home. Moreover, HFCR administrative staff and faculty retain the right to collect and/or inspect iPads and Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Responsibility for Devices

Scholars are solely responsible for the iPads issued to them and must adhere to the following:

- Scholars must comply with the Scholar & Parent Handbook, and this Device Policy Agreement, specifically including the Technology Acceptable Use Policy contained in the Scholar & Parent Handbook, and all policies of the School when using their iPads.
- Scholars must bring their iPads to School every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged iPad should last up to 10 hours.
- Scholars must treat their device with care and never leave it in an unsecured location such as the cafeteria, gym, locker room, restrooms, or hallways. Scholars should avoid taking or using their iPad in an area where theft and damage are likely.
- Scholars must keep their device in a protective case at all times; HFCR has provided a protective case with built-in keyboard for every iPad.
- Scholars must be responsible in the use of the iPad and when aware of any technical problems with their iPads ~~and~~ should report any issues or damage immediately to a teacher or School administrator.

- Scholars may NOT remove or interfere with the serial number and other identification.
- Scholars may not attempt to remove or change the physical structure of the iPad or its case.

Taking Care of Your Device

Scholars are responsible for the general care of the iPad which they have been issued by the School and for any Chromebook loaned to them by the School. iPads that are broken or fail to work properly must be immediately and promptly reported to a teacher or School staff member. If a loaner Chromebook is warranted, one will be issued to the scholar until their Chromebook can be repaired or replaced. A \$300.00 charge will be levied to replace a damaged, lost or destroyed iPad or Chromebook.

General Precautions

- Do not deface the device, serial number, or asset tag information. Do not remove or attempt to remove any identification labels placed on the device by the school. Do not write on, scratch, or otherwise deface the labels or the outside of the device.
- No food or liquids is allowed next to your device while it is in use.
- Do not leave the device in any place where it might be stepped on or within reach of pets.
- Take care inserting and removing cords and connections.
- Devices should not be shoved into a locker or wedged into a bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.
- Always unplug and turn off the device before cleaning. Clean with a soft microfiber cloth lightly dampened with water or rubbing alcohol, or use specialized device cleaning wipes. Never spray any cleaner or liquid directly onto the device.

Carrying the Device

The protective case provided with each iPad should provide adequate protection for everyday use. It is not designed to prevent damage from high drops or abusive handling. Carrying a device in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, do not toss the bag or drop the bag if an iPad or Chromebook is inside. To conserve battery, turn the device off if you do not intend to use it for a long time.

Screen Care

The screen of both an iPad and a Chromebook can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Avoid touching the screen with pencils, pens, or other sharp objects. Be sure that nothing presses against the device's screen when closing the protective case.
- One of the most common sources of screen damage is pressure placed on top of the device by books or other heavy objects, either in a backpack or on a hard surface. Do not stack anything heavy on top of the iPad or Chromebook and be careful that the device is on top rather than on the bottom when setting down a backpack carrying the device.
- Do not place anything in a backpack that will scratch the screen.

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth; if necessary, you can use rubbing alcohol or specialized screen cleaning spray. Do not use window cleaner or any other type of liquid or water on the iPad or Chromebook. You can also purchase individually packaged pre-moistened screen or eyeglass lens cleaning wipes to clean the screen. These are very convenient and relatively inexpensive.

Using Your Device

School-issued iPads and Chromebooks are intended to allow HFCR scholars to complete schoolwork, develop new skills, learn responsible digital habits, and prepare for their futures. iPads and Chromebooks are not intended to be used for social media, entertainment, gaming, or any illegal or immoral activities, as described in the Technology Acceptable Use Agreement contained in the Scholar & Parent Handbook. During scholars' time at HFCR, their assigned iPads and loaner Chromebooks will carry restrictions limiting the apps and websites accessible to them. Attempting to circumvent these restrictions or unenroll the iPad or Chromebook from the school's management is strictly prohibited and will result in disciplinary consequences.

At School

The scholar's assigned iPad is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, scholar handbooks and schedules may be accessed using the iPad. Scholars must be responsible for bringing their charged device to all classes, unless specifically advised not to do so by their teacher. Sound must be muted during school hours at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

School faculty and staff reserve the right to restrict access to any app or website as needed during the course of the school day.

At Home

All scholars are required to take their assigned iPad home each night throughout the school year for charging. iPads must be brought to school each day in a fully charged condition. Scholars need to charge their iPads each evening. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Parents and guardians may impose additional restrictions on their scholars' iPads outside of school hours through the software program/Jamf Parent app. However, parental restrictions cannot be applied during school hours.

Loaner Chromebooks may not be taken home at any time.

Accessing the Internet at Home and Elsewhere

Scholars are allowed to connect to wireless networks when their iPads are at home, or in other venues where connectivity is offered (such as the Public Library, other school activity trips, etc). Note that Holy Family Cristo Rey Catholic High School cannot provide any assistance, troubleshooting, or advice on such off-site connectivity.

When connecting from home, scholars and parents should be aware that their device is owned and managed by the School, and their activity is subject to monitoring even when not at School. No matter the location, scholars should always use their Managed Apple ID assigned by the School to each scholar, on their iPad.

Managing Your Files and Saving Your Work:

iPads and Chromebooks have limited on-device storage. Scholars should save all documents and files to their Google Drive, or they may save to an external memory device such as a flash drive. Saving to Google Drive will make the file accessible from any computer or device with internet access. Scholars using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the scholar to maintain the integrity of their files and keep proper backups. Scholars will be trained on proper file management procedures.

Personalizing iPads

Scholars' assigned iPads and their cases can be personalized with acceptable decorative writing, drawing, stickers, paint, tape, or labels; however, no derogatory, foul language, negative gestures or stickers are allowed. Spot checks for compliance will be done by administration at any time.

iPad Apps

iPads use the iOS operating system, which will be updated automatically when new versions are available. Scholars are prohibited from attempting to remove the iOS software and installing another operating system. All iPads come standard with a selection of apps from Apple; scholars can access most of these apps, but will not have access to iMessage, FaceTime, the App Store, the iTunes Store, or Game Center. The School will not be responsible for the purchase or cost of any apps selected/installed by the scholar. The School reserves the right to restrict access to other Apple apps as needed at any time without notice.

In addition, iPads will automatically install a variety of apps required by the school, such as Gmail, Google Classroom, PowerSchool, and Jamf Scholar. Scholars will be able to install a wide variety of approved apps on their iPads through the Jamf Scholar app. Scholars must not install or attempt to install any apps from the App Store or other sources. The School will not be responsible for the purchase or cost of any apps selected/installed by the scholar.

Inspection

Scholars may be selected at random to provide their iPad for inspection. The purpose for inspection will be to check for proper care and maintenance as well as to ensure inappropriate material is not installed on the iPad and/or brought into the School.

Monitoring of Use

In compliance with state and federal regulations, the school utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school may also use third-party solutions to monitor content for threats, violence, illegal activity, etc. Scholars should be aware that there should be no expectation of privacy when using the School network or equipment.

Technical Support

HFCR can only provide limited technical support; therefore, it is solely the responsibility of the scholar and parent to obtain additional technical support if needed.

Protecting & Storing Your iPad

iPad Identification

iPads and Chromebooks will be labeled in the manner specified by the School. Chromebooks can be identified in the following ways:

- Record of the serial number and scholar ID
- Individual's Google Account username
- School-provided identification label.

Under no circumstances are scholars to modify, remove, or destroy identification labels while enrolled at Holy Family Cristo Rey Catholic High School and in possession of, or access to, a School-issued iPad or Chromebook.

Devices Left in Unsupervised / Unsecured Areas

Under no circumstance should an iPad or Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, or any other entity that is not securely locked or in which there is not adult supervision. Unsupervised iPads and Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving an iPad or Chromebook in an unsupervised location.

Network Connectivity

Holy Family Cristo Rey Catholic High School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Damaged or Destroyed Device

Scholars are fully responsible for the iPad assigned to them. Repairing an iPad is costly and cannot be done by school staff. In the event of damage to their iPad, scholars must report the issue immediately. The iPad will be assessed and determined if it is able to be repaired or if it must be replaced. In the event that an iPad must be replaced due to intentional or malicious damage or negligence, scholars will be assessed a fine of \$300.00. The school will use a sliding scale for fees to cover the cost of repairs or replacement in the event of accidental damage or extraordinary circumstances.

Loaner Chromebooks may be issued to scholars when they leave their iPad for repair or replacement. If repair or replacement is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook. Scholars and parents are responsible for loaner Chromebook damage that is a result of misuse or abusive handling, and charges may be imposed for damaged, lost, or stolen Chromebooks.

Responsibility for Electronic Data

Scholars are responsible for backing up their data to protect from loss. Users of School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on their school-owned iPad, Chromebook, school network, or any school-issued applications, and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing

Scholars are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Technology Acceptable Use Policy contained in the Scholar & Parent Handbook and incorporated by reference into this policy and agreement.

Return of iPad in event of Withdrawal/Expulsion

School-provided iPads are a benefit given to current HFCR scholars, and, at the option of the School, may be kept by scholars who graduate from the School. However, in the event that a scholar withdraws or is expelled from HFCR, the iPad must be returned to the school. Failure to return the device will result in a charge of \$300.00 being placed on the scholar's account, which must be paid before academic, discipline, and other records will be released.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

1. What are my responsibilities as a parent/guardian in terms of replacement of the iPad if it is damaged, lost or stolen?

Scholars and parents are fully responsible for the care of School-assigned iPads. If the iPad is damaged, stolen, or lost, the scholar/parent/guardian is responsible for the cost of repair or replacement. Scholars and parents must immediately report any damage, theft, or loss of an iPad to the School.

2. As a parent/guardian, how do I monitor my scholar's use of the internet and their device?

Please see the attached document entitled "Parents' Guide to Safe and Responsible Scholar Internet Use" for suggestions on monitoring your scholar's use of the internet. Through the Jamf software, parents may also use the Jamf Parent to monitor and restrict their children's device usage while at home.

3. What if we don't have Wi-Fi at home?

An iPad's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the School.

4. What if a scholar forgets to charge the iPad?

There will be a limited number of power outlets in the classrooms. Scholars who consistently (three times or more) come to class unprepared without a charge will be required to leave their iPad at school for overnight charging. A loaner iPad for use during the school day may be provided at the school's discretion.

5. Will scholars keep the iPad for the summer?

Yes, the School will permit scholars to keep their iPads over the summer months so that it can be used for summer enrichment programs, college and scholarship applications, and other productive uses. iPads will be inspected at the end of the school year and at the beginning of the following school year, and damage, theft, or loss of the iPad during the summer must be reported to the School immediately; scholars and parents will be responsible for the costs to repair or replace an iPad damaged, lost, or stolen during the summer months.

Parents' Guide to Safe & Responsible Scholar Internet Use

Holy Family Cristo Rey Catholic High School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent/guardian, in effectively guiding your child's use of the iPad.

- Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.
- Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.
- Review your child's friends list on social media. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your scholar is on the iPad. While the iPad is a very engaging device, it is first and foremost a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.
- Take a look at the apps or programs your child is using. It is to the advantage of the scholars, parents, and School that the parents have a working understanding of the programs and scholar work found on the iPad.
- Read and discuss with your child the HFCR Technology Acceptable Use Policy incorporated in this Agreement and contained in the Scholar & Parent Handbook. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the iPad is taken home by the scholar, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Technology Acceptable Use Policy

(Reprinted from Scholar & Parent Handbook)

This policy governs the use of computers, mobile devices, internet access, Google Apps for Education Suite, and other internet applications while on school property and on all school-owned/managed devices, regardless of physical location.

Definitions

- “User” includes anyone, including scholars, faculty, staff, and guests, using HFCR technology, including but not limited to computers, networks, Internet applications, email, and other forms of technology services and products.
- “Network” refers to the wired and wireless technology networks provided and managed by the school, including but not limited to the “HFCR-Staff” and “HFCR-Scholar” wifi networks and school-owned mobile hotspots.
- “Equipment” includes cell phones and smartphones (e.g., iPhones), smart watches, MP3 players, tablets (e.g., iPads), and computers, such as laptops, Chromebooks, and desktops, as well as portable storage devices (e.g., flash drives).

Introduction

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today’s world. The internet provides scholars and teachers with unique and powerful ways to enrich learning. Holy Family Cristo Rey Catholic High School supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to its Network and Equipment so that they can access school-supplied technology to enhance learning at any time of day.

It is one of the technology goals of the school to ensure that each User’s interactions with technology contribute positively to the learning environment, both at school and in the community. Negative use of technology through the HFCR Network or on HFCR-owned Equipment, whether inside or outside the school, which degrades or defames other Users or members of our community is unacceptable. HFCR also recognizes that Users have widespread access to both technology and the Internet beyond the Network and Equipment provided by the school; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy.

Access to HFCR’s Network is a privilege, not a right. The use of technology, whether owned by HFCR or devices supplied by the Users, entails personal responsibility. It is expected that Users will comply with HFCR rules, act in a responsible manner, and will honor the terms and conditions set by classroom teachers, staff, and administrators at HFCR. Failure to comply may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary. In particular, scholars will be held accountable for their actions, and are encouraged to report any accidental unacceptable use to a teacher or school administrator.

Network and Equipment Use and Access

HFCR provides internet access and other technology to its scholars, faculty, staff, and guests as a research tool and means to communicate. Information gathered from the internet is understood as

another reference material in school. All HFCR-owned Equipment and the HFCR Network, as well as all information transmitted by, received from, or stored on them, are school property and are intended for school use. The HFCR on-site wired and wireless Networks provides content filtering controls for scholar access to the internet. Scholars will be held accountable for any deliberate attempt to circumvent HFCR technology security and supervision.

HFCR reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communications or files, and to disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of any HFCR Equipment, Network, internet access or files, including email.

HFCR expects Users to utilize technology and conduct themselves on the Internet in safe, responsible, and legal ways, and in a manner appropriate to Holy Family Cristo Rey Catholic High School. The following are considered acceptable and responsible uses of HFCR Equipment, the Network, and school-provided or -managed applications/technologies:

1. Completing school assignments through applications such as Google Apps for Education Suite (including Classroom, Drive, Docs, Sheets, and Slides), NoRedInk, Kahoot, Khan Academy, and others, as assigned by teachers or administrators.
2. Communicating respectfully and responsibly with faculty, staff, and fellow scholars regarding academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.
3. Accessing information or videos related to academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.
4. Protecting the safety of self and others, by refraining from publishing personal or contact details for any User, by keeping passwords and other log-in credentials confidential, and by reporting abuse and any inappropriate materials or communication.
5. Respecting the dignity of self and others, by refraining from teasing or bullying others and by observing online etiquette.

The following are considered unacceptable uses of HFCR Equipment, the Network, and school-provided or -managed applications/technologies, and may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary:

1. Using the Network or Equipment for non-school related activities during class time or work, including but not limited to, streaming or downloading movies or TV shows, playing video games, or accessing social media sites (e.g., Facebook, Instagram, Snapchat, TikTok, etc.) without explicit permission.
2. Using the Network or Equipment for inappropriate and/or illegal activities, including but not limited to gambling, playing violent or adult video games, sending or retrieving explicit/pornographic, violent, or otherwise inappropriate material, or illegally downloading (pirating) movies or TV shows.
3. Accessing information or sites that would be offensive to scholars, faculty, staff, parents, or guardians due to: pornographic content; racial, ethnic, sexual, gender, orientation, or minority disparagement or other forms of discrimination; advocacy of violence and/or illegal activity; or any other illicit/illegal content.
4. Destroying or vandalizing Equipment, or intentionally deleting school-owned resources (such as

software/applications or files).

5. Sharing personal information, including addresses, phone numbers, passwords, or schedules.
6. Violating the privacy of others by posting personal information (e.g., full names, addresses, phone numbers, passwords, or schedules) that would jeopardize the safety of a fellow scholar, a faculty or staff member, or a community member.
7. Sharing or publicly posting links (including to Zoom meetings, Google Classrooms, Google Docs/Sheets/Slides, or private videos) intended only for a particular class or school group.
8. Impersonating another User, disguising one's identity, or accessing, deleting, copying, modifying, or forging another User's name, emails, files, data, or account(s).
9. Using abusive language or profanity.
10. Installing unauthorized software, freeware, or shareware on school Equipment without prior approval from school administrators, or knowingly distributing computer viruses, malware, or spam.
11. Using any HFCR Equipment or Network to pursue "hacking," internal or external to HFCR, or attempting to access information protected by privacy laws, including .
12. Using anonymous proxies or VPNs in order to get around content filtering.
13. Posting others' material as one's own, plagiarizing internet resources, or copying, downloading, or sharing copyrighted material without the creator/owner's permission.
14. Filming or taking pictures of faculty and staff without proper permission.

Social Media and Cyberbullying

Online communications between Holy Family Cristo Rey Catholic High School scholars, or Holy Family Cristo Rey Catholic High School scholars and others, are a matter of concern to the HFCR community. Inappropriate online behaviors such as bullying, threatening, the posting of inappropriate material, etc., will be subject to the school's sanction and may affect a scholar's standing, even leading to expulsion from the school. These things having been said, it is hoped that all members of the Holy Family Cristo Rey Catholic High School community will develop worthwhile, constructive, and creative ways of using the extraordinary opportunities and access that the internet and social media provide.

Any User whose behavior on the Internet demonstrates either a serious disregard for the dignity of self or others, or for the reputation of Holy Family Cristo Rey Catholic High School, may be subject to disciplinary action. Users will be held responsible for material posted on the Internet (including but not limited to blogs, webpages, Facebook, Twitter, Instagram, and Snapchat) or shared via text message, regardless of whether the User used school-owned Equipment, the school-managed Network, or another device or network or when the material was posted.

All Users are reminded that personal posting may have long-term consequences, not only in the context of the school community at present, but within the larger context of the poster's future and reputation.

If a User receives an inappropriate message from an HFCR scholar, the Director of Scholar Relations should be notified immediately. If a User receives an inappropriate message from a faculty or staff member or another adult, a school administrator should be notified immediately.

Holy Family Cristo Rey Catholic High School

Device Policy & Handbook Signatures & Scholar Pledge

- I will take good care of my device as I know that this has been assigned specifically to me to be used in class and in the future.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education while at school.
- I will not place negative, vulgar, derogatory or defaming decorations (stickers, markers, writing, etc.) on the device or its case.
- I understand that the device I am issued is subject to inspection at any time without notice.
- I will follow the policies outlined in the Device Policy Handbook and the Acceptable Use Policy while at school.
- I will be responsible for all damage or loss caused by neglect or abuse.

Scholar Name (Please Print): _____

Scholar Signature: _____

Today's Date: _____

THIS PAGE MUST BE SIGNED AND RETURNED TO SCHOOL.

Holy Family Cristo Rey Catholic High School

Scholar/Parent Device Policy Agreement 2023-2024

In this agreement, “device” means the **S**chool-assigned Apple iPad and all its components, software, battery, and charger, as well as any **S**chool-owned Chromebooks loaned to the scholar.

Parent (P) and Scholar (S) please initial each section:

Initials

TERMS:

P: _____

S: _____

- You will comply at all times with the Holy Family Cristo Rey Catholic High School Device Policy Handbook and its guidelines as well as the Holy Family Cristo Rey Catholic High School Technology Acceptable Use Policy contained in the Scholar & Parent Handbook and incorporated by reference into this Agreement. Any failure to comply may terminate your rights of possession effectively immediately and the School may repossess the property. Devices are assigned to a single individual and are not to be shared.

Initials

TITLE:

P: _____

S: _____

- Holy Family Cristo Rey Catholic High School has legal title to the device while the scholar is enrolled at the School. The scholar's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Device Policy Handbook.

Initials

LOSS OR DAMAGE:

P: _____

S: _____

- If the device is accidentally damaged or incurs loss due to an act of nature, Holy Family Cristo Rey Catholic High School will assess the damage to the device and a charge not to exceed \$300.00 will be levied upon the scholar's account to cover the costs to repair or replace the device. If the property is stolen, a police report must be filed by the scholar or scholar's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Holy Family Cristo Rey Catholic High School by the next school day after the occurrence, together with a copy of the police report. Fraudulent reporting of theft will be turned over to the police for prosecution.

Initials

TERM OF AGREEMENT:

P: _____

S: _____

- The terms of this agreement apply as long as the scholar is enrolled at Holy Family Cristo Rey Catholic High School.

THIS PAGE MUST BE INITIALED AND RETURNED TO SCHOOL.

Holy Family Cristo Rey Catholic High School
Scholar/Parent Device Policy Signature Page

Scholar Information

First Name _____ Last Name _____

Address _____

Grade Level _____ Contact Phone _____

Parent/Guardian Information

First Name _____ Last Name _____

Email _____ Contact Phone _____

Scholar Agreement

Rules and regulations are necessary in order to offer technology opportunities to the scholars. In order to use technology resources, I agree to abide by Holy Family Cristo Rey Catholic High School Acceptable Use Policy Guidelines as stated in this document.

Scholar Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of Holy Family Cristo Rey Catholic High School technology and computer resources, I hereby release the Holy Family Cristo Rey Catholic High School and its agents from any and all claims of any nature arising from my scholar's use or inability to use the Holy Family Cristo Rey Catholic High School technology and computer resources.

Parent Signature: _____ Date: _____

THIS PAGE MUST BE SIGNED AND RETURNED TO SCHOOL.