St. Francis of Assisi Catholic School

SFA 1:1 Device Initiative - Parent / Student Agreement

Acceptance of the terms of this document, by printing and signing this agreement, is required prior to use of the SFA owned device. We are excited to be able to provide your student with a computing device while enrolled at St. Francis of Assisi Catholic School (SFA). These computers are to be used by the student for learning purposes only and are the property of St. Francis of Assisi Catholic School. Please read the SFA 1:1 Device Initiative Handbook carefully with your child. Be sure that both you and he/she understand the guidelines for this program. Failure to comply with all guidelines, terms and expectations in the SFA 1:1 Device Initiative Handbook, in the Acceptable Use of Technology Policy for Catholic School Students, in the Responsible Use of Technology and Internet Safety Agreement and related documents will lead to disciplinary actions. St. Francis of Assisi Catholic School reserves the right to amend the SFA 1:1 Device Initiative Handbook at any time. If changes are made, parents will be notified.

STUDENT SECTION	PARENT SECTION
(STUDENT, PLEASE INITIAL EACH ITEM)	**(PARENT, PLEASE INITIAL EACH ITEM)**
_____ I understand the device is property of St. Francis of Assisi Catholic School and is assigned to me.	_____ I understand the device is property of St. Francis of Assisi Catholic School and is assigned to my child.
_____ I will use the device appropriately for school purposes only.	_____ I will make sure my child brings the device to school each day.
_____ I will care for the device assigned to me and not leave it unsupervised.	_____ I will supervise my child's use of the device at home and anywhere else he or she may use it.
_____ I will not loan the device to another individual.	_____ I will take full responsibility for my child's Internet use at home.
_____ I will charge the device battery before each school day.	_____ I will report any problems with the device or accessories in a timely manner to the school.
_____ I will not use the device near food or drinks.	_____ I will file a police report in case of theft, vandalism, and other acts that occur away from the school campus.
_____ I will not disassemble any part of the device or attempt any repairs.	_____ I understand that if my child comes to school without the device, he or she might not be able to participate in certain classroom activities, and his or her grade could be affected.
_____ I will carry the device in the carrying case provided by the school. I will have a durable name tag really well attached to the carrying case to easily and appropriately identify the carrying case assigned to me.	_____ I agree to make sure the device is returned to the school when requested and upon my child's withdrawal or unenrollment for any reason from St. Francis of Assisi Catholic School.
_____ I will not place stickers, drawings, markers, etc. on the device.	_____ I understand that devices that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen.
_____ I will not deface the serial number sticker and/or asset tag and any other identifying label on the device.	_____ I have read, understand, and agree with the stipulations outlined in the SFA 1:1 Device Initiative Handbook, including the 1:1 Device Protection Plan, 1:1 Device User Agreement, the Student/Parent Handbook and any other documents included herein.
_____ I understand that my device is subject to inspection at any time without notice and remains the property of SFA.	_____ I understand that the Internet usage will be filtered both on the school premises and out of school.
_____ I agree to return the device, carrying case, power cord, and any other accessories assigned to me when requested in good working condition.	_____ I understand this device is no different from any other resource provided to my child. My child is expected you to use it in responsible ways, for purposes that support his/her learning. Anything less will result in consequences as noted in the 1:1 Device Initiative Handbook and Student/Parent Handbook.
_____ I will notify my teacher or other staff member immediately if my device is damaged, lost or stolen.	_____ I understand the policies and procedures may subject me to financial responsibility for costs, fees, fines and other monetary consequences.
_____ I will be responsible for all damage or loss caused by neglect or abuse.	_____ I will make it a priority to continue communicating to my child about the best choices in using the Internet, cell phones, TV, and other media and technology. I will teach my child to be a respectful and a responsible digital citizen, and help my child enjoy the benefits of technology while protecting my child from the dangers.
_____ I will follow the policies, procedures, and guidelines of St. Francis of Assisi Catholic School and the Catholic Diocese of Wichita.	
_____ I understand if I come to school without the device, or without a fully charged device, I might not be able to participate in certain classroom activities, and my grade could be affected.	
_____ I understand that misusing the device will result in the disciplinary procedures as explained in the St. Francis of Assisi Catholic School Handbook and 1:1 Device Initiative Handbook.	
_____ I will make the best choices in using the Internet, cell phones, TV, and other media and technology. I will be a respectful and a responsible digital citizen.	
Student Printed Name and Grade-Class	Parent or Guardian Printed Name
Student Signature	Parent or Guardian's Signature
Date:	Date:

OPT OUT: My child will opt out of the opportunity to bring home the device assigned to my child in school. My child will continue to be responsible for completing all online or digital assignments and homework that need to be done at home. Signature below:

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St. Francis of Assisi Catholic School
Chromebook Check Out and Check In Card

Please fill out this card at check out and at check in of the assigned Chromebook and accessories. Please refer to the 1:1 Device Handbook for complete information. **By completing and signing this card at check OUT, the student and parent agree that the device, carrying case, power cord, and any other accessories assigned to the student are in good working condition. By completing and signing this card at check IN, the student and parent agree to return the device, carrying case, power cord, and any other accessories assigned to the student in good working condition.** This card is submitted to the school office in alphabetical order by class.

Student FIRST Name: **Student LAST Name:**

Chromebook Number	Grade	Check OUT Date	Signatures	Check IN Date	Signatures
	1		Student Signature Parent Signature		Student Signature Parent Signature
	2		Student Signature Parent Signature		Student Signature Parent Signature
	3		Student Signature Parent Signature		Student Signature Parent Signature
	4		Student Signature Parent Signature		Student Signature Parent Signature
	5		Student Signature Parent Signature		Student Signature Parent Signature
	6		Student Signature Parent Signature		Student Signature Parent Signature
	7		Student Signature Parent Signature		Student Signature Parent Signature
	8		Student Signature Parent Signature		Student Signature Parent Signature

INTERNAL USE ONLY			ANNUAL DEDUCTIBLE PER CLAIM		
		Claim	Damage/Repair Deductible	Claim	Lost/Stolen Deductible
Claim Type: Damage or Theft		1	$0	1+	Full Replacement Cost (including case, cord, and charger) Replacement of a device at no cost to the student is at the discretion of SFA administration.
Number of prior claims:		2	Up to **$300.00 max**		
Meeting Date:		3	Full repair cost		
Deductible owed $					

SFA 1:1 Device Initiative last modified in 2022

St. Francis of Assisi Catholic School

SFA 1:1 Device Protection Plan

This plan protects the device, not the user, and provides coverage as indicated below.

Enrollment in this plan is required for students as they will be exclusively using assigned devices in school and/or taking their devices home. This plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damage as described in the coverage section.

Students are encouraged to take good care of the Chromebook they are issued. For students who return the following school year, they will be issued the same Chromebook as they had the previous school year. Therefore, it is in a student's best interest to carefully maintain his or her device and report care issues as they arise.

If a student is unenrolled from St. Francis of Assisi Catholic School for any reason, this protection plan agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued. The device must be returned on the last day of student attendance.

Program Rate / Coverage
- **$50** Non-refundable Annual Premium
- Limit of Liability: $300.00 max

Effective Coverage / Expiration Date
- Effective Date: Based on the receipt of signed agreement.
- Expiration Date: Last Day for the School Year or unenrollment from school.

Coverage
(Subject to Deductible Plan Below)
- **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, or any other unintentional event when individual demonstrates responsible care.
- **Fire:** Pays for loss of or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- **Electronic Surge:** Pays for damage to the device due to an electrical surge.
- **Natural Disasters:** Pays for the loss damage of the device caused by natural disasters.

Who decides what is covered when damage is incurred?
The school administration, in consultation with teachers and technicians, make the final determination as to what is considered covered. Repair or replacement of a device at no cost to the student is at the discretion of SFA administration.

Exclusions
What is not covered even if you paid the protection plan fee?
- Loss or damage of device accessories (such as case, cords, chargers)
- Theft or loss
- Damage caused by negligence:
  - Intentional damage
  - Dishonest, fraudulent actions
  - Failure to demonstrate responsible care, including liquid damage
- **Consumables:** Including but not limited to the case **($35),** the cord **($15)** and the brick **($15).** Used items may be available at a discounted price
- **Cosmetic Damage:** This includes intentional cosmetic changes to the device, case, and/or charger.
- **"Jailbreaking"** or otherwise voiding the manufacturer's warranty by altering the software.
- **St. Francis of Assisi Catholic School** is not liable for any loss, damage (Including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

Annual Deductible Per Claim

Claim	Damage/Repair Deductible	Claim	Lost/Stolen Deductible
1	$0	1 +	Full Replacement Cost (including case, cord, and charger) Replacement of a device at no cost to the student is at the discretion of SFA administration.
2	Repair Cost up to **$300.00 max**		
3 +	Full Repair Cost		

St. Francis of Assisi Catholic School

SFA 1:1 Device Protection Plan Claim Form

Please fill out the claim form and submit immediately to the school office. Please refer to the 1:1 Device Handbook for the protection plan coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.

Student Name:

Grade: | **Screen Lock Password:**

SFA Number: | **Serial Number:** | **Library Barcode:**

Parent Phone #: | **Parent email:**

Date of Incident: _____ / _____ / _____ | **Time Discovered**   (AM/ PM)

Discovered by: | **Location of Incident**

Device Damage / Condition (Circle all that apply)

         Bent Frame   No Power   Charging Issues   Cracked Screen

Other: _____
         _____

Describe, in detail, the circumstance of your incident

If claiming vandalism, fire, or theft, did you notify the police? Circle one: YES   NO

Investigating Officer:

Case Number:

The above statement is true and correct to the best of my knowledge.

_____
     Student Signature   **Date**

_____
     Parent Signature   **Date**

INTERNAL USE ONLY		ANNUAL DEDUCTIBLE PER CLAIM			
Claim Type: Damage or Theft		**Claim**	**Damage/Repair Deductible**	**Claim**	**Lost/Stolen Deductible**
Number of prior claims:		1	$0	1+	Full Replacement Cost (including case, cord, and charger) Replacement of a device at no cost to the student is at the discretion of SFA administration.
Meeting Date:		2	Up to **$300.00 max**		
Deductible owed $		3	Full repair cost		

SFA 1:1 Device Initiative Handbook

The following policies apply to all devices used at Saint Francis of Assisi Catholic School by students, staff, or guests. Teachers may set additional requirements for devices used in their classroom. St. Francis of Assisi Catholic School reserves the right to amend the SFA 1:1 Device Initiative Handbook at any time. If changes are made, parents will be notified.

1. OVERVIEW

OVERVIEW OF THE SFA 1:1 DEVICE INITIATIVE

St. Francis of Assisi (SFA) Catholic School is proud to offer our students a 1:1 Device Initiative. At the discretion of SFA, you are being provided with a computing device. A specific device will be assigned to you for a specific period. This device is no different from any other resource provided to you as a student at SFA. We expect you to use it in responsible ways, for purposes that support your learning. Anything less will result in the application by SFA of any and all disciplinary action or consequences as noted in the Student/Parent Handbook and related documents. This handbook will help you to understand our device initiative that is designed to increase student engagement and provide students with the skills they will need to be lifelong learners in the 21st century. Today's students are digital learners who are digital natives that need appropriate support, experience and education to become digital leaders who will practice digital etiquette, digital virtue and digital citizenship.

The use of SFA computers, network and Internet is a privilege, not a right. It is a general policy that all technologies used in SFA are to be used in a responsible, efficient, ethical and legal manner. Any violation may result in disciplinary action. When and where applicable, law enforcement agencies may be involved.

SFA makes no warranties of any kind, neither expressed nor implied, for the computers, networks, and/or Internet access it is providing. SFA will not be responsible for the any damages users suffer, including, but not limited to loss of data resulting from delays or interruptions in service. SFA will not be responsible for the accuracy, nature, or quality of information stored on SFA storage media; nor for the accuracy, nature or quality of information gathered through SFA-provided Internet access. Devices will be filtered on campus and off campus using the SFA designated content filtering program.

SFA computers, network and Internet accounts are educational tools owned and paid for by SFA. SFA shall have the right at any time and for any reason to review all files and records on SFA computers and the right to monitor, audit or review network, Internet and email use, including the right to review email messages. The use of authorization passwords by students should not be construed as creating a private communication medium, an all such passwords shall be divulged to SFA. The use of unauthorized or undisclosed passwords is strictly prohibited. By using SFA's computers, students expressly consent to SFA policies.

Even though SFA may use technical means to limit and filter Internet access, these limits and filter do not provide a foolproof means for enforcing the provisions of SFA policies. Some material accessible via the Internet may contain items that are sinful, illegal, defamatory, inaccurate, or potentially offensive to some people. Goods and services can be purchased over the Internet that could potentially results in unwanted financial obligations. SFA will not be responsible for unauthorized financial obligations

incurred by a student resulting from SFA-provided access to the Internet. Any such financial obligations are the sole responsibility of the student and/or his or her parent/guardian.

WHAT IS THE ROTATION PLAN?
- Students are encouraged to take good care of the Chromebook they are issued. For students who return the following school year, they will be issued the same Chromebook as they had the previous school year. Therefore, it is in a student's best interest to carefully maintain his or her device and report care issues as they arise.

- It is essential to keep technology as up-to-date as possible.   Technology has a set life expectancy and as such SFA will create a set of criteria to help determine when to update or refresh technology. The design and implementation of a clear rotation plan for the replacement of equipment are essential. SFA will begin a refresh cycle that will be evaluated and modified to fit the current and future needs of the school. This will ensure that SFA technology does not become obsolete. A three to five-year rotation schedule will be needed in this plan to accomplish this. Technology that will become more than three to five-year-old will require replacement to minimize the risk of failure.

HOW WILL STUDENTS BE TRAINED?
- Students will be trained on how to use the device by their homeroom teacher. All teachers and staff will model digital etiquette, digital virtue and responsible digital citizenship.
- Students will be trained in appropriate use of the device at the start of the school year. Everything from how to operate the device to how to physically care for the device will be covered. A variety of resources will be made available as necessary to help students and ensure their success with their chromebooks. A student's first resource is the teacher who should be able to answer most of the student's question. SFA will develop a 1:1 Team of volunteer adults and students who will also be available to assist students who are having problems.

WHEN ARE THE PARENT / STUDENT INFORMATIONAL MEETING AND THE CHROMEBOOK CHECK OUT
- The Parent /Student Informational Meeting and Chromebook Check Out will take place at the yearly Open House prior to the first day of school.

CAN STUDENTS BRING THEIR OWN CHROMEBOOK?
- Students must use a school issued Chromebook in order to participate in class. Students may not bring their own device to school. Personal devices will not be able to connect to the dedicated internet intended for Chromebooks, limiting the functionality of their personal device.

2. EQUIPMENT

HOW DO STUDENTS RECEIVE THE DEVICE?
In order for students to receive the device -
- Students must be a full-time student enrolled in grades 1-8.
- Parent and student must attend the Parent/Student informational meeting scheduled in August.
- Parent and student must sign the Parent/ Student Agreement.
- The technology fee and device protection plan non-refundable annual premium must be paid.
- The Check Out and Check In Card will be signed after ensuring that the device, carrying case and accessories are in good working condition. This card will be filed in the school office for every student to record the device check out and check in while the student is in Grade 1 to 8.

WHAT WILL STUDENTS RECEIVE?
- Students will receive similar and comparable hardware or devices, accessories and carrying case.
- The software originally installed on the device must always remain on the device in usable condition and easily accessible at all times. Any attempt to alter data, the configuration of the device, or the files of another user, without the direct consent of the school, will be considered an act of vandalism. Any attempts to 'hack' the device, either physically or the software is impermissible.
- From time to time, the school may add software applications for use in a course. Applications that are no longer needed will be removed by the school as well.

CAN I INSTALL MY OWN SOFTWARE AND SOCIAL MEDIA APPLICATIONS?
- Students cannot install additional software or social media applications on their device other than what is installed by SFA.

WHO OWNS THE DEVICE?
- The device assigned to you remains the property of St. Francis of Assisi Catholic School and must be cared for responsibly.
- The school may charge you for loss of or damage to the device and/or any accessories.
- You are responsible for reporting any damage or loss to your teacher or the designated technical support person immediately. If you believe your assigned device requires repair, take it to the designated technical support person in your school.

WHAT IS THE COST TO REPLACE POWER ADAPTERS?
- The charge for lost/stolen/broken power adapters is indicated in the SFA 1:1 Device Protection Plan. The school must purchase the charging device to ensure they are the correct device.

HOW ARE DEVICES IDENTIFIED?
- Devices can be identified by an assigned SFA Number, a recorded Serial Number and a Library Barcode number.
- Students will be responsible to have a durable name tag really well attached to the carrying case to easily and appropriately identify the assigned carrying case.
- Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of SFA. Spot checks for compliance will be done by SFA at any time. Identification labels applied by SFA must remain on the device at all times. This includes any label on the lid or bottom of the device.

HOW WILL THE DEVICE BE MONITORED AT SCHOOL AND HOME?
- Today's students are digital learners who are digital natives that need appropriate support, experience and education to become digital leaders who will practice digital etiquette, digital virtue and digital citizenship. Students are instructed in making appropriate choices regarding Internet use, content evaluation and web site selection.
- SFA also takes technical measures to filter Internet access to protect students from inappropriate content. Internet activity is filtered regardless of being connected to SFA's network or any other Internet connection. Student use is monitored. Students who are attempting to visit inappropriate sites will risk disciplinary action.
- School personnel will supervise student use of technology resources, including Internet browsing.
- SFA recommends students use laptops in plain view of parents, guardians, or other family members. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

- No technological measure or human supervision is foolproof. Ultimately, it is the responsibility of the student to practice Internet safety measures and use the resources to access appropriate educational resources.

WHAT HAPPENS IF DEVICE DOESN'T WORK?
- If a device becomes defective (at no fault of the student) after the warranty expires, the school will replace the device at no charge with a refurbished device of the same age or newer.   The school administration, in consultation with teachers and technicians, make the final determination as to what is considered covered under the SFA 1:1 Device Protection Plan. Repair or replacement of a device at no cost to the student is at the discretion of SFA administration. Please fill out the claim form and submit immediately to the school office. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.
- Technical support is only available during school hours.
- All repairs will be performed or managed by school personnel.
- Parents, guardians, students, or teachers are NOT allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned electronic equipment.
- Every effort will be made to repair or replace the device in a timely fashion
- The homeroom teacher will be the first point of contact for repair of the devices.
- Services provided by SFA Technology Support include:
    - Password identification
    - User account support
    - Coordination of warranty repair
    - Distribution of loaner devices
    - Hardware maintenance and repair
    - Operating system or software configuration support
    - Restoring device to factory default
    - System software updates

WILL I BE LOANED A DEVICE WHILE A DEVICE IS BEING REPAIRED?
- If available, loaner devices may be issued to students when their computers are being repaired.
- St. Francis of Assisi Catholic School maintains a limited number of loaner devices. These devices are intended for long-term substitution of a device that is being repaired, not for a device forgotten at home.

WHAT VIRUS PROTECTION IS PROVIDED?
- Virus protection is installed on the device and shall not be altered at any time.

WHAT IS THE 10 MINUTE RULE?
- If technical difficulties occur, technical support staff will use the "10-minute" rule. If the problem cannot be fixed in 10 minutes, the device will be restored to factory defaults.
- In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise.
- Re-imaging and/or resetting will restore the device to the state in which the user originally received it. All files pushed to the device will be intact.

WHAT WARRANTIES AND INSURANCE ARE AVAILABLE?
- All devices are subject to investigation to determine who is responsible for damage and might in result in student/parent being responsible for damage.

- Parents are encouraged, but not required, to investigate liability with their own insurance providers.

IS THERE A DEVICE PROTECTION PLAN?
- As part of the 1:1 Device Initiative, each student in grades 1 through 8 will be assessed a **$50** one-to-one Device Protection Plan non-refundable annual premium.
- The fee must be paid prior to the device being allowed to go home and is intended to cover repairs to the assigned device during normal use during the school year.
- In the event of theft, loss, or damage beyond repair of the assigned device(s), the parent/guardian will be responsible for reimbursing SFA with the amount not to exceed the cost of an identical or comparable device.
- Enrollment in this plan is required for students as they will be taking their devices home.
- This plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damage as described in the coverage section. (Please refer to the SFA 1:1 Device Protection Plan)

WHAT IF THE STUDENT DOES NOT HAVE INTERNET ACCESS AT HOME?
- SFA has a limited number of hot spot devices that may be requested. Only the Principal may give permission to issue hot spot devices as deemed necessary. These hot spot devices must be turned in by the end of the day previously agreed upon. Failure to return the device may result in the student being held liable for replacement or repair cost.
- If a student does not have internet access at home, they will still be able to use many of the functions of his or her Chromebook. There are several areas in the community that offer free Wi-Fi access. Google offers information on how to enable offline access to work saved on a student's Google drive.

3. STUDENT RESPONSIBILITIES

WHAT ARE STUDENTS RESPONSIBLE FOR?
Students utilizing SFA-provided computers, networks and Internet are responsible for good behavior online and in "electronic" field trips just as they are in a classroom or other areas of the school. With the privilege of using the SFA computers, networks, and Internet come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to follow them may result in disciplinary action.
- Students need to abide by SFA and the Catholic Diocese of Wichita policy as part of the agreement to use technology provided by the Catholic Diocese of Wichita, its parishes, and schools. Students will use technology/computers in accordance with policy.
- Students of the Catholic Schools of the Diocese understand that all use of technology, especially internet use on Diocesan computers, must be in accordance with the teachings of the Catholic Church and the policies of the Catholic Diocese of Wichita.
- Students understand that any personal use of the computer must be in accord with these guidelines, may not interfere with their academic studies, and must be approved by the school's administration.
- Students will use Diocesan technology and equipment for academic purposes or as part of an approved academic lesson.
- Students accept responsibility to protect Diocesan technology, whether accessed through Diocesan or personal resources.
- Students understand that, unless specifically authorized by the school's administration, blogging and other public internet communications are not permitted at any time while using Diocesan equipment or connections.

- Students understand that social networking sites or apps may not be utilized to socialize with teachers, staff members, or Diocesan employees and that correspondence with the same must always include my parent or guardian and should not be posted on a social networking site.
- Students understand that they are personally responsible for material they post on a blog or website and that they could be held responsible for content posted by third parties on their personal blogs or website.
- Students understand that if they receive a sexually explicit picture they will show it only to an administrator immediately.
- Students accept responsibility for any damages or loss of data that may be caused by use of their personal and school device in accessing Diocesan resources.
- While individuals retain intellectual rights to their products, students understand that any student work created on Diocesan equipment is subject to review by the Diocese.
- Students are responsible for their computing devices at all times, whether at school or off campus.
- Students are responsible for their actions and activities involving school-owned devices, networks and Internet services.
- Students are responsible for protecting their files, passwords, and accounts on school-owned equipment.
- Students are responsible for their ethical and educational use of all computing hardware and software. Students will not damage/abuse software or hardware.
- Students are responsible to bring the device to school each day with a fully-charged battery.
- Students will not allow another student to copy their work.
- Students and teachers will utilize sharing methods to refrain from printing.
- Students will not try to fix hardware or software problems.
- Students will not log on as another student or teacher.
- Students will not delete or put things in another student's file(s).
- Students will not circumvent security settings or content .
- The use of non-SFA e-mail by students is prohibited on SFA-issued devices.
- Students will avoid offensive or inflammatory communication. Cyberbullying, harassing, insulting or attacking others personally is unacceptable. Use of profanity, obscenity, and abusive, sexually explicit or threatening language will not be tolerated and is subject to disciplinary action. Students will not do anything on the computer they wouldn't normally do on paper (no profanity or obscene pictures/drawings). Students will not access obscene content. All users shall use language appropriate for school situations as indicated by school codes of conduct;
- Students will adhere to the rules of copyright and use of intellectual property of others. Students must respect all copyright issues regarding software, information, and attributions of authorship. The intellectual property of another individual or organization cannot be used without their permission. The law prohibits duplicating software for profit, making multiple copies for use by different users within an organization, and giving an unauthorized copy to another individual;
- Students will use the computers, network and Internet only for legal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files whether they belong to SFA, individuals, or an organization. Such activity is considered a crime under state and federal law. Such offenses will be dealt with by administration and turned over to the police department or DCF.
- Students will avoid known or inadvertent spread of computer viruses by following virus protection procedures. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the school computers or network or any other computer system or network on

the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- Students will prohibit introduction of viruses, attempts to breach system security, or other malicious tampering. Students must immediately report any viruses, tampering, or other system breaches to the administration.
- Students will accept full responsibility for the use of their accounts. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should students give their password to another user.

WHAT IS "ACCESS ON REQUEST"?
- Students will provide access to the device and any accessories assigned to them upon request by the school.
- A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

CAN THE DEVICE BE REMOTELY MONITORED AT SCHOOL?
- Devices will be filtered on campus and off campus using the SFA designated content filtering program.
- Faculty and staff can remotely monitor student device use while at school and home.
- The built-in webcam will not be used to monitor students.

WHAT ARE RANDOM INSPECTIONS?
- Students may be selected at random to provide their device for inspection.
- Students may also be selected for inspection of their device if a staff member suspects that inappropriate material resides on the device.

WHAT HAPPENS TO UNSUPERVISED DEVICES?
- Unsupervised devices will be confiscated by staff and taken to the Office.
- Students must meet with the principal before the device will be returned.
- Disciplinary action may be taken for repeat offenders.

WHAT IF THE DEVICE IS LEFT AT HOME?
- Students must bring the computing device to all classes, unless specifically instructed not to do so by their teacher.
- A device left at home is not an acceptable excuse for not submitting work.
- Students leaving devices at home may be required to complete assignments using alternate means determined by the teacher.
- Students may not be given the use of a loaner device if he or she leaves the device at home.
- Only the Principal may give permission to issue a 'day loaner' Chromebook as deemed necessary. Day loaner Chromebooks must be turned in by the end of the same day they were signed out. Failure to return the device may result in the student being held liable for replacement or repair cost.
- Disciplinary action may be taken for students who repeatedly leave a device at home.

WHAT IF A DOCUMENT IS ACCIDENTLY ERASED OR LOST?
- A lost document is not an excuse for late or missing work.

WHAT IF I SUSPECT MY PASSWORDS/ ACCOUNTS HAVE BEEN COMPROMISED?
- Students should monitor all activity on their account(s) and report anything suspicious to a teacher.
- Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

HOW WILL THE PRIVILEGE OF USING THE DEVICE BE RESTRICTED OR ELIMINATED?
- The right to take the computing device home is a privilege. If students do not adhere to SFA 1:1 Device Initiative Handbook, to the Acceptable Use of Technology Policy for Catholic School Students, to the Responsible Use of Technology and Internet Safety Agreement and related documents, the privilege to use the device at home and/or school may be restricted or eliminated.
- The same rules and expectations for student conduct also apply to student use of the computing device. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

HOW DO I CARE FOR MY DEVICE?
- When using the device, keep it on a flat, solid surface so that air can circulate. Using a laptop directly on a bed or carpet causes damage due to overheating.
- Liquids and food can damage the devices. Do not eat or drink while using the device.
- Never try to repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws; doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the device ports. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the computing device.
- A label has been applied to your device for ID purposes. Do not alter it in any way
- Do not place additional stickers/items on the computer/device. Remember the devices are the property of St. Francis of Assisi Catholic School
- Keep your device away from magnets and magnetic fields, which can erase or corrupt your data.
- Wash hands frequently when using the laptop.

WHAT ABOUT SCREEN CARE?
- Take extreme caution with the screen. The screens are damaged from excessive pressure or weight. NEVER pick up the computer by the screen. Do not store the Chromebook with the screen open. Ensure that there is nothing on the keyboard before closing the Chromebook.
- Avoid touching the computer screen with fingers, pens, pencils, or any sharp instrument.
- NEVER leave pencils, pens or papers on the keyboard when closing the screen.
- Only use a clean, soft, dry cloth such as a lens cleaning cloth or microfiber cloth to clean the device screen: no cleansers of any type should be used. Never use glass cleaner.

HOW DO SHOULD I CARRY THE LAPTOP?
- Do not put the device in your backpack. Overloading the backpack will damage the device.
- All devices and components are to be carried in the school-provided carrying cases.
- Do not put textbooks, notebooks, binders in the carrying case with the laptop.
- Always close the lid before moving or carrying the laptop. Carefully unplug all cords, accessories, and peripherals before moving the device or placing it into the case.

HOW DO I KEEP MY DEVICE SECURE?
- Do not leave devices in unsupervised areas. Avoid using the device in areas where damage or theft is likely. Students will have a durable name tag really well attached to the carrying case to easily and appropriately identify the carrying case assigned to them.

WHAT AREAS ARE CONSIDERED "UNSUPERVISED"?
- Unsupervised areas include but are not limited to the cafeteria, outdoor tables/benches, computer labs, locker rooms, library, classrooms, gyms, restrooms, hallways.

WHAT DO I DO IN THE EVENT OF A SECURITY DRILL?
- Unless clearly directed otherwise by the Principal in the event of a fire drill or other classroom evacuations, students should take laptops and laptop cases with them.
- Unless directed otherwise by the Principal, staff will secure unsupervised or abandoned laptops.

WHERE DO I STORE MY DEVICE WHEN I'M NOT USING IT?
- When students are not using the device, devices should be stored in their carrying cases and in secured lockers unless explicitly directed differently by their teachers. If a device is stored temporarily in a vehicle, it must be in the carrying case and must not be visible from outside.

DO I TAKE MY DEVICE HOME EVERYDAY?
- Students should take their computing devices home every day, regardless of whether they are needed. During after-school activities, students are still expected to maintain the security of the device. Students participating in sports events will secure the devices by locking them inside their student-assigned lockers.

HOW ARE THE DEVICES LABELED?
- Each device has identifying labels that may include at least one or all of the following: serial number, SFA Number, Library Barcode, and assigned student name.
- Students are encouraged to write down and possibly memorize their serial number and SFA number.
- Students must not modify or destroy these labels.

WHAT ARE THE SOFTWARE GUIDELINES?
- Devices come with a standardized software configuration. This configuration may be altered through approved processes only.
- Do not change the device name. Do not change or remove operating system extensions.
- Unapproved software, hardware, or additional plug-ins should not be loaded on the devices.
- The school does not accept responsibility for the loss or deletions of any data due to reimaging devices.

WHAT ARE THE POWER MANAGEMENT EXPECTATIONS? WILL I BE ABLE TO CHARGE MY DEVICE AT SCHOOL?
- Come to school with device fully charged because power outlets may not be accessible in classrooms for recharging. It is the student's responsibility to recharge the battery, so it is fully charged at the beginning of each school day.
- Use standby mode or hibernate mode throughout the day. Dimming the brightness of the screen will extend battery run time. Students may not be allowed to charge their Chromebooks in the classroom unless the battery power is below 10% charged. Do not drain the battery down to 0%. Always keep a well-charged battery and plug in when needed.

- The school may not provide any additional capacity to accommodate charging of student devices, nor loaners for the day. Be careful not to cause a tripping hazard when plugging in the device.

WHAT IF I CANNOT TURN IN SCHOOL WORK DUE TO AN UNCHARGED BATTERY OR I DID NOT BRING MY COMPUTER?
- Uncharged batteries or failure to bring the device to class will NOT be an acceptable excuse for late or incomplete work or inability to participate in class activities.

HOW WILL STUDENTS TURN IN THEIR WORK?
- Students will be able to turn in their work in a variety of ways, it will ultimately be up to each individual teacher. Preferred methods to submit work will be indicated by each teacher.

DO I NEED TO BRING MY CHARGER TO SCHOOL?
- All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary and permitted.

CAN I LOAN MY EQUIPMENT TO OTHERS? CAN FAMILY MEMBERS USE MY DEVICE?
- No, Family members may NOT use the device while it is at home.
- The device is school property and is loaned to the student for academic reasons.
- No other SFA students may use the device.
- If other people delete necessary files, change configuration or in any way render the device inoperable, the student will be held accountable.

CAN I USE THE SOUND?
- Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- Students can use personal earbuds with the permission of their teacher.

WILL I BE ABLE TO PRINT FROM MY DEVICE?
- Printing functionality will not always be available on the device.
- Teaching strategies will facilitate digital copies of homework.

WHERE DO I SAVE MY DOCUMENTS AND FILES?
- Students may save documents to the device's internal memory.
- Students will be trained on proper file management procedures.

WHAT ARE THE PRIVACY AND SAFETY GUIDELINES?
- Do not use shared Google Docs to privately communicate with other students.
- Do not go into any chat rooms other than those setup by the teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people or any other confidential information.
- Protect your digital identity. How you communicate with others in a digital environment can and will be seen teachers and staff. Think carefully before posting comments, pictures or videos of yourself or others. If a student is unsure if the content they want to post is appropriate, he or she should speak to a teacher before posting.
- Students should have no expectation of privacy in regards to their usage or the content of their Chromebook. This is regardless of where the device is being used (at school or at home) or how

it is connected to the Internet (via SFA's internet connection or another internet connection). Chromebooks are subject to confiscation any time without prior notice. The built-in webcam will not be used to monitor students.

- The privacy of content backed up to Cloud storage or any other similar storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents/guardians are waiving their rights to the above guidelines for material that is backed up to the cloud or any other similar storage.

- Students need to practice digital citizenship, digital virtue and digital etiquette. Student can ensure safe digital working environment b avoiding unacceptable materials and conversations online. Students who engaged in cyberbullying will risk having their computer and/or internet privileges revoked. Students' behavior will be categorized as intimidation/threats and will be subject to student disciplinary action.

WHAT ARE THE GUIDELINES FOR LEGAL PROPRIETY?
- All student and staff must comply with trademark and copyright laws and all license agreements. If you are unsure, ask the homeroom teacher. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Using copyrighted material without the expressed permission of the publisher falls under the category of academic fraud.
- Plagiarism is a violation of the St. Francis of Assisi Catholic School discipline code.

WILL I HAVE A SCHOOL EMAIL ACCOUNT?
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. E-mail is subject to inspection at any time by the school administration.
- Do not send mass e-mails, chain letters, or spam. Private chatting during class is not allowed.

HOW DO I MANAGE MY PASSWORDS AND OTHER INFORMATION?
- You will be instructed where to keep your passwords by your homeroom teacher.
- Never give your password to other students.
- Keep a record of the following information for use in case your device needs repair or is lost / stolen: Screen Lock Password, SFA Number, Serial Number, Library Barcode

4. PARENT RESPONSIBILITIES

WHAT ARE THE PARENTS'/ GUARDIANS' MONETARY RESPONSIBILITIES?
- The parent/ guardian is responsible for compensating the school for any losses, costs, or damages due to misuse, neglect, damage, or loss, including theft which are not covered by the warranty or the SFA 1:1 Device Protection Plan or any other property insurance coverage, possibly including the laptop's full replacement cost.
- Students with damaged laptops who fail to report the damage may be subject to additional fines and disciplinary action.

WHAT ARE THE PARENTS'/ GUARDIANS' MONITORING RESPONSIBILITIES?
- Parents / Guardians must monitor student use of the laptop and Internet at home. While the school will provide Internet content filtering, there is no substitute for parental supervision when using the device.

- Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the SFA 1:1 Device Initiative Handbook and related documents.
- Sign a copy of the Agreement that you will find in this handbook.
- Review SFA technology polices, this document and individual classroom guidelines.
- Ensure the return of the device and all accessories at the end of the current school year or before the student withdraws from school.

WHAT DO I DO IN THE EVENT OF THEFT?
- Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal.
- Any theft occurring on school grounds must be immediately reported to the designated school administrator.
- Be prepared to provide the following information when reporting a theft:
    - Device Serial Number, Manufacturer and Model
    - Date and address of theft
    - Complete details of theft
    - Police File Number, Officer's Name and Police Agency Information
- It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.
- The school will work with the police department to report all model, asset, and serial numbers of stolen or lost devices to local pawn shops and area law enforcement agencies

WHAT HAPPENS AT THE END OF THE SCHOOL YEAR OR IF MY STUDENT WITHDRAWS FROM SFA?
- Unless you are instructed otherwise, you should assume that the device must be returned no later than the last day of the current school year.
- If you withdraw from St. Francis of Assisi Catholic School, you must return the device prior to your last day of attendance.
- If you were assigned any accessories, including but not limited to power cords and case, you should be prepared to return them with the device, unless otherwise instructed.
- The device and accessories must be returned in operable condition with all parts intact. As outlined in this handbook, your parent/guardian may be responsible for the full replacement cost of SFA-provided device and accessories.

WHAT HAPPENS IF I FAIL TO RETURN THE DEVICE?
- If you fail to return the device and any assigned accessories as directed, SFA may, in addition to seeking reimbursement from your parent/guardian, file a theft report with the Police Department or other appropriate law enforcement agency.

HOW WILL DEVICES BE CHECKED IN AT THE END OF THE SCHOOL YEAR?
- Students will turn in their device, carrying case and accessories at the conclusion of each school year. The Check Out and Check In Card will be signed after ensuring that the device, carrying case and accessories are in good working condition. This card will be filed in the school office for every student to record the device check out and check in while the student is in Grade 1 to 8. Students are encouraged to take good care of the Chromebook they are issued. For students who return the following school year, they will be issued the same Chromebook as they had the previous school year. Therefore, it is in a student's best interest to carefully maintain his or her device and report care issues as they arise. Students who have used the assigned Chromebook for three years may be given the option to purchase and own the device at the end of the third year.

5. WAIVER

WAIVER OF DEVICE-RELATED CLAIMS

By signing the "Parent and Student Agreement Form", you acknowledge that you have read, understand, and agree to follow all items outlined in this Agreement and agree to be bound by the Agreement. You also agree and represent that the device was delivered in good working condition and that it must be returned to the school in good working condition. BY SIGNING THIS AGREEMENT, YOU WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL AND CHURCH, THE CATHOLIC DIOCESE OF WICHITA, ITS EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DEVICE OR THIS AGREEMENT.

INDEMNIFICATION FOR DEVICE-RELATED CLAIMS

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL AND CHURCH, THE CATHOLIC DIOCESE OF WICHITA, EMPLOYEES, AND AGENTS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, CAUSES OF ACTION, AND THE LIKE RELATED TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DEVICE OR THIS AGREEMENT.

St. Francis of Assisi Catholic School

Appendix

List of SFA Available Resources

Parent Resources from Sister Maria Jacinta, IHM

White Ribbon Week Resources

Appropriate Exposure Tips

Claim Review Letter

Resources for Parents of Teens

Books to purchase, all available on Amazon

- <u>There's WHAT on my Phone?: How God's Good Gift Beats Porn</u> by Lisa Taylor (middle and high school)
- <u>Plunging Pornography: A Catholic Bathroom Book</u> by DJ Hueneman (This engaging bathroom book tackles the tough topic of pornography from an authentically Catholic perspective. It outlines both the religious and scientific reasons for WHY & HOW to escape pornography. How parents can use this book: Step 1: Parents read the book first. Step 2: Parents place the book in teen's bathroom. Step 3: Parents begin dialogue with teen using the included conversation starters.)
- <u>How to Talk to Your Kids about Pornography</u> by Educate and Empower Kids (resource for parents)

Websites and e-Books (all free unless otherwise noted)

- **protectyoungeyes.com** – Easy to navigate, this Christian website: educates on apps that youth and children use – what's dangerous about them and how they work; how to protect children from bullying, indecent cites, online predators; strategies to keep kids safe online; filtering information. Also includes very helpful e-Books and articles.
- **fightthenewdrug.com** – Fight the New Drug exists to provide individuals the opportunity to make an informed decision regarding pornography by raising awareness on its harmful effects using science, facts, and personal accounts. This organization is not associated with any particular faith, but the contents are faith-friendly and in line with Catholic teaching and virtue formation. Very well done, engaging and effective.
- **fortifyprogram.org** – Usable on any device, the Fortify program offers 52 video lessons, a personalized "battle tracker" to learn about one's own weaknesses, a personalized plan to combat these weaknesses, Inventories and personal surveys as well as progress tracking. Free for users under 21, $39 for adults.
- *http://cmgparent.org CMGConnect Parents* – Catholic Mutual Group offers parents the tools you need to protect your children and enable them to use technology responsibly. In a 20-minute video course and quiz, you'll learn about digital threats and how to best avoid them. You will strengthen your relationship with your children and build trust and accountability through this simple, effective program. Additional videos on specific programs and apps are also available. After the video, you will receive an offer for a free 30-day trial of Covenant Eyes, effective accountability and filtering software to protect your family and foster healthy conversations about internet use.

- **covenanteyes.com** – Wonderful accountability software and lots of information.

  - **covenanteyes.com/resources/parentbooklet** – A downloadable booklet that includes Christian principles and talking points to build technology awareness and to assist in making good choices regarding tech use, tiered for varying ages of children.
  - **covenanteyes.com/resources/accountable-kids** – A downloadable booklet that gives good practices and ideas concerning how to talk to your child about tech mindfulness and how to be accountable while online. Includes an explanation of Covenant Eyes filtering and accountability software. Go to cmgparents.org to watch a short video and receive a free trial of Covenant Eyes.

Filtering and Accountability Software

- Covenant Eyes – http://www.covenanteyes.com/ a family account is $14.99/month. **Internet Accountability** monitors the websites visited, the search terms used, and the YouTube videos watched, and lists them in an easy-to-read Report that is designed to start a conversation about healthy online habits. **Parents,** see where your kids go online. **Adults,** reduce Internet temptations and protect the relationships you value most.
- Bark – https://www.bark.us/ A family account is $9/month. Bark's watchdog engine uses advanced algorithms to look for a variety of potential issues, such as cyberbullying, sexting, drug-related content, and

signs of depression. This service monitors APPS, social media and email – something the others don't necessarily do. If a potential issue is detected, a text/email alert is sent to you to review the issue, along with recommended actions on how to handle the situation.

- OpenDNS – FREE. Will catch a good amount of indecent websites. Instruction on how to download and use OpenDNS can be found on the Diocese of Lincoln website: http://www.lincolndiocese.org/internet-protection-pornography
- Circle – https://meetcircle.com/ $99 one-time fee. Manage all of your home's connected devices. With Circle, parents can filter content, limit screen time and set a bedtime for every device in the home. You also get a report of internet use each week to tell you what your child has done online. Circle wants to make it as easy as possible to help families find balance in their lives. To protect and monitor your children's devices even when they're away from home, subscribe to CircleGo for $9/month.

Suggested Resources

1. **Fight the New Drug – Resources**
   - Proposes no religious affiliation yet has a very Christian foundation in principles on morality and the dignity of the human person
   - fightthenewdrug.org
   - Videos – cost $100-200
     - The Brain: https://vimeo.com/222591880
     - The Heart: https://vimeo.com/222587773
     - The World: https://vimeo.com/222588070
2. **Integrity Restored – Resources**
   - Catholic Resource
   - integrityrestored.com
   - Videos – cost $100-200
     - "Informed"
     - Video of a talk by Fr. Kilcawley on Theology of the Body
     - Video of a talk by Peter Kleponis on the effect of pornography on the brain

3. Possible Resources for High School Seniors
   - The Heart of Man (haven't previewed yet)
   - Chasing the Cardboard Butterfly (haven't previewed yet)
   - Over 18 (graphic in some of its descriptions – only shows in edited format taking out the interview with Gayle Dines and the porn producer)

4. **Parent Emails**
   - Email 1
     - **Videos**: https://www.youtube.com/watch?v=ys2n8NpKo6s&t=5s Intro Video,
     - https://drive.google.com/open?id=0BzDmtYTq89vnMHptTWE4VzZEWFk a talk given to parents at St. Francis of Assisi Parish by Fr. Sean Kilcawley
     - **Document**: What I Wish My Parents Knew, Equipped Catholic e-book – attached
     - **Link**: https://app.joinfortify.com/ This is the program we are using. Free for youth under 21. For adults, a one-time fee of $39. The content is amazing and helpful!
   - Email 2
     - **Video**: text "secure" to 66866 and receive a short video series on protecting children, or follow the link: http://learn.covenanteyes.com/equipped-challenge/
     - **Doc**: Initial conversation – a guide that can be adjusted as needed.
     - **Link**: http://www.covenanteyes.com/family/
   - Email 3
     - For information about the many apps popular with children and teens, including the fun things you can do with them, the potential dangers, and how to make these apps safer, click here: https://protectyoungeyes.com/
     - **Video**: https://www.youtube.com/watch?annotation_id=annotation_2767197257&feature=iv&src_vid=_x_ijWnjcOY&v=UNeYQA3ZeX8

- o **Video**: https://www.youtube.com/watch?time_continue=41&v=BjljTvKleVE
- o **Link**: https://protectyoungminds.org/
- o **Link**: https://educateempowerkids.org/
- o **Link**: http://cmgparent.org/
- Email 4
  - o **Link**: The Lincoln diocese has "how to" videos for protecting different types of devices: http://www.lincolndiocese.org/internet-protection-pornography (click on "tools for parents")
  - o **Attached Doc**: Resources – find what you need for your situation: websites, apps, information, suggested books…(SEE NEXT PAGE)
  - o **Videos**: https://www.youtube.com/user/CovenantEyes https://www.youtube.com/watch?v=n8RnJga9qYE
- Email 5
  - o The Brain: https://vimeo.com/222591880
  - o The Heart: https://vimeo.com/222587773
  - o The World: https://vimeo.com/222588070
  - o Link to a great website: http://learn.ftnd.org/

White Ribbon Week Resources from www.whiteribbonweek.org

St. Francis of Assisi Catholic School

SFA 1:1 Device Protection Plan

Date: _____

To the parents of: _____

Your Claim Form dated _____ has been reviewed.

After careful inspection of the device and/or consumables and based on the information you have provided on the Claim Form, the determination is that your claim -

☐ is considered covered.	☐ is considered excluded.
Coverage	**Exclusions**
(Subject to Deductible Plan Below)	**What is not covered even if you paid the protection plan fee?**
Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event when individual demonstrates responsible care. **Fire:** Pays for loss of or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority. **Electronic Surge:** Pays for damage to the device due to an electrical surge. **Natural Disasters:** Pays for the loss damage of the device caused by natural disasters.	- Loss or damage of device accessories (such as case, cords, chargers) - Theft or loss - Damage caused by negligence: - Intentional damage - Dishonest, fraudulent actions - Failure to demonstrate responsible care, including liquid damage **Consumables:** Including but not limited to the case **($35),** the cord **($15)** and the brick **($15).** Used items may be available at a discounted price **Cosmetic Damage:** This includes intentional cosmetic changes to the device, case, and/or charger. **"Jailbreaking"** or otherwise voiding the manufacturer's warranty by altering the software. **St. Francis of Assisi Catholic School** is not liable for any loss, damage (Including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

Annual Deductible Per Claim

Claim	Damage/Repair Deductible
1	$0
2	Repair Cost up to **$300.00 max**
3 +	Full Repair Cost
Claim	**Lost/Stolen Deductible**
1 +	Full Replacement Cost (including case, cord, and charger) Replacement of a device at no cost to the student is at the discretion of SFA administration.

Payment for the following will be added to your school account

- ☐ Full replacement cost of the computer device
- ☐ monitor (actual cost of ordered part will be charged)
- ☐ keyboard (actual cost of ordered part will be charged)
- ☐ CPU (actual cost of ordered part will be charged)
- ☐ Battery (actual cost of ordered part will be charged)
- ☐ case ($35)
- ☐ cord ($15)
- ☐ brick ($15)
- ☐ other, please specify _____

If you have any questions, kindly let me know.

Principal's Signature: _____ Date: _____