



## Holy Cross Catholic School Laptop Loan Agreement

One Apple® MacBook Air, charger, and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Holy Cross Catholic School and is herewith lent to the Student for educational purposes only for the Academic School Year. The Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student losing their right to use the computer. The equipment will be returned when requested by Holy Cross Catholic School, or sooner, if the Student withdraws from Holy Cross Catholic School prior to the end of the school year.

The laptop may be used by the Student only for non-commercial purposes, in accordance with the school's policies and rules, the Holy Cross Catholic School Acceptable Use Policy, as well as local, state, and federal statutes.

Students may not install or use any software other than software owned or approved by the Holy Cross Technology Department and made available to the Student in accordance with this Receipt and Agreement.

An administrative account and one user with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student may not make any attempt to add, delete, access, or modify other users accounts on the laptop and on any school-owned computer.

The Holy Cross Catholic School wireless network is provided for the academic use of all Students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

It is the Student's responsibility to regularly back up his/her files.

Holy Cross Catholic School is not responsible for any computer or electronic viruses that may be transferred to or from the Student's computer or other data storage medium. The Student agrees to use best efforts to assure that the Holy Cross Catholic School Property is not damaged or rendered inoperable by any such electronic virus while in the Student's possession.

The Student acknowledges and agrees that the Student's use of the Holy Cross Catholic School Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the school's property, physically and internally, and to return the same in good condition and repair upon request by Holy Cross Catholic School

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## STUDENT RESPONSIBILITIES

Your Apple® MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities. When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of Holy Cross Catholic School - especially the Student Code of Conduct and the Acceptable Use Policy – and abide by all local, state, and federal laws.

- 🍏 I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- 🍏 I will not leave my MacBook in a hot/cold car.
- 🍏 I will not lend the MacBook to my siblings or friends; it will stay in my or my parents' possession at all times.
- 🍏 I will not load any software onto the MacBook.
- 🍏 I will not remove programs or files from the MacBook.
- 🍏 I will honor my family's values when using the MacBook.
- 🍏 I will not give personal information when using the MacBook.
- 🍏 I will bring the MacBook to school every day.
- 🍏 I agree that any electronic communication should be used only for appropriate, legitimate, responsible, school-related communication.
- 🍏 I will keep all accounts and passwords secure, and will not share these with any other students. I will not access personal accounts on this laptop.
- 🍏 I will report any known inappropriate content or use of the laptop to an adult at Holy Cross.
- 🍏 I will not attempt to repair, or replace any parts of the MacBook.
- 🍏 I will charge the MacBook battery every night.
- 🍏 I will return the MacBook when requested and upon my withdrawal from Holy Cross Catholic School.
- 🍏 I will keep the MacBook in its case at all times when I am not using it.

## PARENT RESPONSIBILITIES

Your son/daughter has been issued an Apple® MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- 🍏 I will discuss our family's values and expectations regarding the use of the Internet. I will supervise my child's use of the MacBook at home.
- 🍏 I will encourage my child to share their laptop use with me and I know I can access the laptop to check on their work/files/Internet history at any time.
- 🍏 I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- 🍏 I will report to the school any problems with the MacBook, immediately.
- 🍏 I will not load or delete any software from the MacBook.
- 🍏 I will make sure my child charges the MacBook battery nightly.
- 🍏 I will make sure my child brings the MacBook to school every day.
- 🍏 I understand that if my child comes to school without the computer, I may be called to bring it to school.
- 🍏 I agree to make sure that the MacBook is returned to the school when requested and upon my child's withdrawal from Holy Cross Catholic School.

Parent Signature

Date

Student Signature

Date

To be signed and returned to school