



St. Anthony School COMPUTER LOAN AGREEMENT

The computer loan program is part of the High School One to One Computing Program. It is an option for families that opt not to invest in a BYOD device. Starting this school year, ALL High School Students must come prepared to learn by having with them a fully charged mobile computing device.

Overview

Students in grades 9-12 are eligible to have a laptop computer assigned to them for their schoolwork. Students are responsible for their assigned device at all times, at home and at school. Computers are the property of St. Anthony School and are provided for the exclusive use of St. Anthony School students. Assigned computers, once in the student's possession, are the student's responsibility. Any computer use must follow this Computer Loan Agreement as well as the Acceptable Use Policy for Technology in the Student Handbook. In the event that a student demonstrates unacceptable use/activity, it may result in suspension or cancellation of computer privileges for the remainder of the school year.

Deposit

Each school year, students must pay a fully refundable \$150 computer loan deposit and submit a signed Computer Loan Agreement Form BEFORE receiving a computer. Computers must be returned to the Technology Department at the end of each school year. At this point, the Technology Department will update the device and check the condition of the computer. If damages are found, repairs will be made, if possible, and depending on the type of damage, repair costs will be deducted from the refunded deposit. If a student leaves St. Anthony School mid-year, it is the student's responsibility to return the computer. When a computer is returned in good condition, the deposit will be fully refunded within ten days.

Repairs/Damage/Loss:

Users are responsible for the computer assigned to them. Any damage or loss of the computer, computer charger and/or computer case, will be assessed on a case-by-case basis. The cost for any repair or replacement will be deducted from the deposit amount in cases of abuse, neglect or accidental damage.

Anytime damage or loss occurs to the assigned computer, the Technology Department needs to be notified in a timely manner (within two school days of damage). Notifying the Technology



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Department allows the damaged to be assessed so steps for repairs can take place. In most cases, repairs can take place within one week. If a repair will take longer, a loaner computer will be provided to the student.

In the event, of a missing/stolen computer, the Technology Department needs to be informed to take steps to locate the computer. The Technology Department will notify parents/guardians of the missing computer, and gather information necessary for police reports if the computer is not located within 72 hours of the first report of loss.

Computer Use:

All student computer use is governed by the terms of the school's Acceptable Use Policy for Technology. The Technology Department regularly monitors use of any device connected to the school's network. Any use of school district property is not private. The school district reserves the right to access or monitor any and all activity and materials performed on or contained on school technology, including emails and internet activity. Any use of the computer or network must comply with the Computer Loan Agreement. If a student believes inappropriate content has been sent to them or they have accessed inappropriate content, it is the student responsibility to inform a school adult. Once a school adult is aware of the issue, consequences, if any, will be less than if the student does not tell an adult within a responsible timeframe. Each student is responsible for the care of his/her computer.

Guidelines for taking care of computers:

1. All computer labels must be visible. If an ID sticker is falling off, the Technology Department needs to be notified to replace it.
2. Students will not take apart their computers. No stickers or adhesives may be applied to computers, unless applied by the Technology Department.
3. Use only the charger assigned to you. Using the wrong type of charger can permanently fry a computer.
4. When using a charger, always plug the charger into the wall first and then into the computer. This reduces the risk of shocking your computer.
5. Computers should be shut down and restarted once a week to cycle the battery life and rest the computer's memory.
6. Students will be provided a computer sleeve to protect the device. When not in use, it should be in this sleeve, which can easily fit in a standard backpack.

General Rules of Computer Use:

1. School issued computers are to be used for school related work. Non-school related use of the computers is not permitted.
2. All activity on a school issued device is not private and can be accessed by school personnel.
3. User should not share log in information or passwords with other users





- unless directly asked by a school adult.
4. Students must use school district issued email accounts. All other email accounts, unless permission is given, are not permitted during school hours.
 5. Students will not try to access accounts they do not have permission to access. This includes accessing someone else's computer and any content on that computer, including email accounts.
 6. If a student is sent inappropriate content or accesses inappropriate content, accidental or not, the student must inform an adult immediately.
 7. Students must use technology in a responsible, ethical and legal manner in accordance with Federal, State or District laws, rules and policies.
 8. Computers are not to be used for illegal activities; including installing, distributing, modifying or reproducing copyrighted materials.
 9. Students will not transmit hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication. Any messages promoting hate are not appropriate.
 10. Students will not access obscene or pornographic materials.

If students, guardians or community have questions about student computer use, please contact the Technology Department.

Consequences for Misuse:

Any use that violates these agreements will result in disciplinary action.

1st offense: Warning/Student Education (Staff will have a discussion with the student to discuss the misuse of technology and direct the student to fix this issue.

2nd offense: Dean of Discipline will contact parent/guardian of student computer issue. All parties will reach agreement for better use moving forward.

3rd offense: Student's computer will be removed from his/her possession. Principal, parents/guardians will be notified. Computer will not be re-issued until principal's approval.

In some cases, student misuse of technology may warrant immediate loss of internet and/or computer privileges that cannot be regained. This will be determined on a case-by-case basis.

To officially commence the Computer Loan Program, the signature page that follows and the \$150 deposit must be submitted to the School Business Office.



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Student Computer Loan Agreement: Signature Page

All students must have this agreement signed and on file with the Technology Department each school year to receive a computer and access to the Internet. It is important that students and guardians carefully read the Computer Loan Agreement. If there are any questions about the contents of the agreement, ask the Technology Department before signing this agreement.

Student:

I have read, understand, and agree to comply with the rules stated in the St. Anthony School Computer Loan Agreement. I further understand that I am responsible for reading and complying with the Acceptable Use Policy for Technology in the Student Handbook as well as any changes made to this policy. Should I commit any violation of this agreement, I understand that my access privileges may be revoked, denied, suspended and, further appropriate school disciplinary or legal action may be taken.

First Name _____ Last Name _____

Signature _____ Date _____

Parent/Guardian:

As the parent or guardian of this student, I have read the Computer Loan Agreement. The student and I have discussed this policy and understand the guidelines for computer use and internet use. I understand that it is the student's responsibility to use the school's computers and network resources in accordance with the Acceptable Use Policy for Technology in the Student Handbook and the guidelines detailed in the Computer Loan Agreement. I understand that, despite the school's best efforts, materials inconsistent with the educational goals of the district and otherwise inappropriate might be accessed by the student. I agree to take full responsibility for supervision of this student's use of the computer while he/she has it at home. Nevertheless, I hereby give permission to allow the above named student access to the St. Anthony School network under the terms of this policy.

First Name _____ Last Name _____

Signature _____ Date _____



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