



Mission Statement: Rooted in our Catholic Faith and enriched by our diverse community, Trinity Catholic School fosters spiritual development, academic excellence, responsibility to self, and service to others.

Technology Checkout Procedures and Policies

Trinity Catholic School students and employees are provided the opportunity to checkout Chromebooks that are the property of Trinity so that they may continue using the technology away from the school facilities. These Chromebooks are only to be used for educational purposes. **No Trinity Catholic School student or employee shall use the Chromebook in any way that violates the Trinity Technology user agreement.** The following procedures will serve as guidelines for use of Trinity technology. All students, parents, and faculty members are required to sign this form acknowledging that they have read and agree to the school's technology checkout procedures and policies prior to taking a device to a location other than the school setting.

1. All use of the school's technology and devices must be for educational purposes.
2. Students and employees who check out a device assume full responsibility for the basic care of the device.
3. Students and employees who check out a device assume full responsibility for the security of the device on and off school premises.
4. Students and employees who check out a device assume responsibility for reporting device problems, breakage, or damage immediately.
5. **Students and employees who check out a device assume full responsibility for repair cost due to intentional damage or damage as a result of neglect.**
6. **Students and employees who check out a device assume full responsibility for replacement costs if possession of the device is lost for any reason or if the device is destroyed or rendered useless due to damage of any kind or cause.**

I have read the procedures and policies for device check out at Trinity Catholic School and agree to comply with them as stated. I understand that any violation of these procedures may result in the loss of technology access for users in the future.

Device Type: _____ Device # _____

Additional items borrowed: Mouse _____ Charger _____ Headphones _____

User name: _____ Grade _____

User signature: _____ Date _____

I accept full responsibility for the replacement cost of the device I have checked out in the event of any loss or damage to the equipment as determined by Trinity Catholic School.

Parent Signature _____ Date _____

Phone Number _____

Email Address _____

Street Address _____