

## Thinkpad Agreement

This document provides information about Thinkpads, procedures relative to loss or damage to the Thinkpad and other expectations. Use of a Thinkpad, like any other use of School Technology, is governed by the Diocese of Trenton's Acceptable Use of Technology Policy, which students and their parents/guardians are responsible for reviewing and understanding.

TCA students and their parent/guardians must sign the Thinkpad Agreement and return the completed form in order to receive a Thinkpad device and power cord. These items will not be issued without a student and parent/guardian signature. Inappropriate use of School technology may result in limited or banned computer use and/or disciplinary action, as outlined in the Student Handbook.

### Thinkpad Understandings

- The Thinkpad 1:1 Learning device is the property of TCA.
- TCA has the right to collect, inspect and/or alter the device at any time.
- Students may not use a personal computing device in lieu of the school provided Thinkpad.
- Users of TCA technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Thinkpad, school network, or any school-issued applications. There are no guarantees that data will be retained and may be destroyed.
- Student data should be saved in the Google cloud (Drive); TCA is not responsible for data loss.

### Thinkpad Care and Responsibilities

Students must:

- make sure he/she has a fully operational Thinkpad while at school.
- comply, at all times, with the Use of Technology Policy as described in the Student Handbook when using their Thinkpad.
- bring their Thinkpad fully charged to school every day.
- not "loan" out their Thinkpad to others.
- protect their passwords.
- keep their device clean, treat their device with care and never leave it in an unsecured location.
- promptly report any problems with their Thinkpad to Mr. Russo.
- not attempt to install any software or operating system on the Thinkpad.
- not remove or deface the serial number and other identification tags.
- not attempt to change the physical structure of the Thinkpad.

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### Theft / Loss / Damage / Repair

If a student's Thinkpad is stolen, they must notify Mr. Petrilla, Mr. Russo and file a police report. The police report must be returned to school to file an insurance claim. If a Thinkpad has been stolen and no police report obtained full replacement costs may be charged to the student and his/her parent/guardian.

Charger/AC Adapter and Stylus are not covered by loss/theft insurance or accidental damage insurance.

Replacement Charger Cost - \$40.00, Replacement Stylus Cost - \$20.00

All students are required to pay a yearly 50.00 insurance payment to cover accidental damage / and loss or theft of the Thinkpad. Please return the below section by 9/6 along with the 50.00 insurance payment (payable to Trenton Catholic Academy) to receive your device.

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## Thinkpad Agreement

By signing below, the student and his/her parent/guardian agree that they have read and understood the TCA Thinkpad agreement, that they agree to follow and be bound by the guidelines above as well as all other applicable School policies and procedures. The student and his/her parent/guardian agree that TCA owns the Thinkpad, management software and peripherals and that if the student ceases to be enrolled in TCA for any reason, the Thinkpad and issued peripherals must be returned to the School in good working order or full replacement cost may be charged to the student and his/her parent/guardian.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ (please print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ (please print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only Date Received: _____ Initials: _____
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