

## **HCA Laptop, Mobile Device, & Technology Equipment Policy**

The Haak'u Community Academy (HCA) wants to help ensure that every student attending HCA has the necessary equipment needed to access the new virtual learning platform and classwork material as efficiently as possible. The equipment will be assigned to the student for a duration that HCA will determine appropriate, and in which the student and parent will be notified of any changes.

Please review the rules and responsibilities of being assigned the equipment. If you do not understand a specific item, feel free to ask questions about the responsibility to care for and safe guard the equipment.

### **Student & Parent/Guardian Rules and Responsibilities:**

- 1) Please take necessary precautions to keep the HCA device protected from damage.
- 2) Parent /Guardian may be responsible for cost of repair (if device is not properly maintained beyond normal use) or replacement if the device is damaged beyond repair, or lost.
- 3) Keep the device clean to prevent spread of virus. Do not use harsh chemicals or liquids that may damage the device; and always store in a safe location.
- 4) Please do not allow or install any software or hardware, or change the system configurations. All software/hardware changes or installations will need to be approved and installed by the HCA IT department only.
- 5) Contact HCA IT department for all issues relating to the device.
  - a) If the issues are a result of regular use related to daily tasks, HCA will work to resolve the issue and return the device to the student.
- 6) In the case of theft or accidental damages to the device, the student and/or parent/guardian shall immediately notify the HCA Principal.
  - a) In the case of a theft the parent/guardian must file a police report and provide a copy of the report to the HCA Principal.
- 7) DO NOT remove any HCA Tags or Labels on any of the devices that have been assigned to the student.
- 8) It is the student's and/or parent/guardian's responsibility to coordinate with the HCA IT department for updates, repairs, software installation, etc.

9) The student is responsible for backing up all data files located on the device. The HCA IT department is not responsible if data becomes corrupted or accidentally deleted and/or lost.

10) If the student disenrolls or the device is no longer needed by the student, the parent/guardian shall return all HCA equipment at check out from the school.

I acknowledge that I have read, and understand the terms and conditions of the Laptop, Mobile Device, & Technology Equipment Policy Agreement.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student (as necessary)

HCA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the HCA Equipment Check-Out List will be provided to the student & parent/guardian.