# Baypoint Preparatory Academy - San Diego
# Technology, Devices & Internet Acceptable Use Policy

ACCEPTABLE USE POLICY

As part of our School Technology Plan, Baypoint Preparatory Academy ("BPA") provides computer network and internet access for its students and employees. BPA teachers and students use the internet as an instructional tool, to communicate, collaborate, and to complete many of their assigned academic and professional responsibilities. Access to the internet is an integral part of the instructional program designed to help students meet the BPA Expected Schoolwide Learning Results.

***Each year, students and employees must acknowledge receipt of an agreement with this Acceptable Use Policy ("AUP" or the "Policy"). Students who are under 18 must also have a parent or guardian sign this policy. By signing the Parent-Student Handbook agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the internet to a teacher or administrative director. Parties agreeing to this Policy also understand that BPA may revise the AUP, as it deems necessary. Any such changes will be posted on the BPA website.*** [http://www.baypointprep.org](http://www.baypointprep.org)

**Acceptable Use Policy for the Internet**

Access to the BPA computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, handheld internet accessible devices, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and the internet is an integral part of the instructional program. Failure to use the BPA computer network, internet access, and student and employee accounts for exclusively educational or professional purposes may result in disciplinary action.

Students and employees may have several user accounts authorized by BPA ("Accounts"), including, but not limited to: network access, email, calendars, file storage, applications (apps), instructional and professional resources. User Accounts refer to any account created for educational or professional use while using the BPA network. All accounts created for use

while at BPA should use the user's BPA email account for registration.  User Accounts provided by BPA should not be used for personal purposes.

User Accounts may only be used during the time the User is a student or employee of BPA. Each account owner is responsible for using it properly. The student or employee may be required to change the password the first time he or she uses the user account and routinely thereafter. Use of passwords to gain access to the BPA network does not imply that the User has an expectation of security or privacy.

If a User is uncertain about whether a particular use of the computer network, website, application, or email is appropriate, he or she should consult a teacher or administrative director.

**Unacceptable Uses of the Computer Network, Email or Internet**

1. Uses that <u>violate any state or federal law, municipal ordinance, or BPA Policy</u> are unacceptable. Unacceptable uses include, but are not limited to:
    a. Selling or purchasing any illegal substance;
    b. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
    c. Transmitting or downloading confidential information or copyrighted materials.
2. Uses that involve accessing, transmitting or downloading inappropriate materials on the internet, as determined by the BPA Governing Board or any related authority (e.g., Chief Executive Officer or designee).
3. Uses that involve obtaining and/or using anonymous email sites.
4. Uses that involve circumventing the BPA network, filtering and/or firewall
5. Uses that cause harm to others or damage to their property are unacceptable.

**Unacceptable uses include, but are not limited to the following when done while using a BPA device or the BPA network:**

1. Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
2. Deleting, copying, modifying, or forging other User's emails, files, or data.
3. Installing or using encryption software on any BPA device or the BPA network.
4. Accessing another User's account for any purpose, even with consent.
5. Damaging computer equipment, files, data or the network.
6. Using profane, abusive, or impolite language.

7. Disguising one's identity, impersonating other Users, or sending anonymous messages.
8. Threatening, harassing, or making defamatory or false statements about others.
9. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
10. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance including, but not limited to "email bombs."
11. Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes."
12. Using any BPA computer to undertake "hacking," "phishing" or "spamming" internal or external to BPA, or attempting to access information that is protected by privacy laws.
13. Access and Interference: Using any robot, spider, other automatic device, or manual process to monitor or copy BPA web pages or the content contained thereon or for any other unauthorized purpose; or, using any device, software or routine to interfere or attempt to interfere with the proper working of the BPA website and/or network.
14. Abusing BPA network resources such as emailing mass mailings and chain letters, engaging in spam, subscribing to a non-work or non-school related listserv or group, spending excessive time on the internet for personal reasons, playing games, streaming music or videos, engaging in non-BPA related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic (intentionally or unintentionally).
15. Uses that <u>jeopardize access or lead to unauthorized access</u> into Accounts or other networks are unacceptable. Unacceptable uses include, but are not limited to the following:
    1. Using others' User Account passwords or identifiers.
    2. Disclosing one's Account password to other Users or allowing other Users to use one's Account.
    3. Gaining unauthorized access into others' User Accounts or other computer networks.
    4. Interfering with other Users' ability to access their Accounts.
16. <u>Commercial uses</u> are unacceptable. Unacceptable uses include, but are not limited to the following:
    1. Selling or buying anything over the internet for non-BPA related personal or

financial gain.

2. Using the internet for non-BPA related advertising, promotion, or financial gain.
3. Conducting for-profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.
4. Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

Copyright Policy

Copyrighted materials belonging to entities other than Baypoint may not be downloaded, and students are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given written permission to do so by the owner of the materials or programs.  Failure to observe copyright or license agreements may result in disciplinary action from Baypoint or legal action by the copyright owner.

## Internet Safety

- In compliance with the Children's Internet Protection Act ("CIPA"), BPA implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions or other materials harmful to minors under 18 years of age. Although BPA takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an Internet User may be exposed to a site containing such materials. A User who connects to such a site must immediately disconnect from the site and notify a teacher or administrative director. If a User sees another User accessing inappropriate sites, he or she should notify a teacher or administrative director immediately.

- In compliance with CIPA, BPA and its representatives monitor minors' online activities while on the BPA network or BPA devices, including website browsing, email use, video and text chat, instant messaging, social media, blog participation and other forms of electronic communication. Such monitoring may lead to a discovery that a User has violated or may be violating this Policy, the appropriate disciplinary policy or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined necessary by the BPA Governing Board or other related authority. BPA also monitors other Users' (e.g. employees, students 18 years or older) online activities while on the BPA network or BPA devices and may access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.

- If a student under the age of 18 accesses his/her BPA Account or the internet outside of school, a parent or legal guardian must supervise the student's use of the Account or internet at all times and is responsible for monitoring the student's use thereof. Filtering and/or blocking software will be employed to monitor home access to BPA Account and Network. Parents and legal guardians should inquire at BPA if they desire more detailed information about the software.

- BPA shall only disclose student information over the internet if there is a legitimate educational interest and in accordance with applicable law.

- Safety and Identity Theft: Users shall not reveal on the internet personal information about themselves or about other persons. For example, Users should not reveal their full name, home address, telephone number, school address, social security number, credit card number, photograph, parents/guardians' name or any other information that could identify them to anyone except BPA staff. It is illegal to post other

employees' personal information online without their prior consent.

● BPA has the authority to suspend or expel students for bullying fellow students over the internet, in text- messaging or image by means of an electronic device including but not limited to a telephone, mobile phone or any other wireless communication device, computer, offline or online communication device.

● Users shall not meet in person anyone they have met on the internet in a secluded place or a private setting. Users who are under the age of 18 shall not meet in person anyone they have met on the internet without his/her parents/guardians' permission.

● Users will abide by all BPA security policies and by CIPA.

**Privacy Policy**

**No Expectation of Privacy:** BPA has the authority to monitor all Accounts, including email, files, documents, internet activity, and other materials transmitted, received, or created by the User. Users cannot expect that anything created, stored, sent or received using the BPA network will be private. Files and email are continuously archived by BPA; therefore, their contents will still be available even though the User has deleted them. Files, email and/or the history of websites a User has visited may be read by BPA at any time, including if it is believed that the User violated the AUP, the school discipline policy, the school ethics policy, the school academic integrity policy, or the law. All such materials are the property of BPA. Users do not have any right or expectation of privacy regarding such materials.

**Right to Restrict Material on BPA Network:** The BPA network is not a public access service or a public forum. BPA has the right and responsibility to restrict material including text, graphics and all other forms of expression accessed, posted or stored on the system.

**Waiver of Privacy Rights**
Students expressly waive any right of privacy, as to BPA, in anything they create, store, send, or receive using the BPA network. They understand and consent to BPA' use of human and/or automated means to monitor the use of the BPA network and devices, including email and internet access.

**Penalties for Improper Use of the Internet**
Access to the internet and the use of a computer (or other BPA provided devices) is an integral part of the instructional program. Inappropriate use may lead to disciplinary and/or legal action including but not limited to suspension or expulsion for students, or dismissal

from employment from BPA, or criminal prosecution by government authorities. BPA will tailor any disciplinary action to meet the specific concerns related to each violation.

**Student and Employee Owned Devices**
Neither students nor employees are permitted to connect personal devices to the BPA network without the specific permission of BPA administration or IT department.

**Disclaimer**
- BPA makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the unauthorized use of the Accounts. BPA also denies any responsibility for the accuracy or quality of the information obtained through the Account. An internet search may automatically produce search results that reference or link to third party sites throughout the internet. BPA has no control over these sites or the content within them. BPA cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. BPA does not endorse the content of any third party site, nor do we warrant that the site will not contain viruses or otherwise impact an internal or external computer.
- Any statement accessible on the BPA computer network or the internet is understood to be the author's individual point of view and not that of BPA, its affiliates, or employees.
- Users are responsible for any losses sustained by BPA or its affiliates resulting from the User's intentional misuse of any Account.

By agreeing to this AUP, students, parents and employees help to ensure a safe learning environment for everyone.

**Additional Use of Technology by Students**
Additional devices such as audio-visual equipment and other devices are utilized in selected classes and may be checked out to selected students. The school Acceptable Use Policy and Restitution of Monies policy are applicable to the issuance of any school equipment to students.

GOOGLE CHROMEBOOK 6TH GRADE-8TH GRADE 1:1

Program Overview

## Overview

At the beginning of the school year, Baypoint Preparatory Academy ("BPA") will assign a Chromebook to each 6th-8th grade student. Students will be able and encouraged to take this Chromebook home and will keep the Chromebook while enrolled at BPA. This initiative is aligned to our Schoolwide Learner Outcomes:

*Every student who promotes from Baypoint Preparatory Academy will be:*

Academic Achievers who:

-Take personal responsibility in the life-long learning process.

-Demonstrate organizational and time management skills.

-Endeavor to develop their full academic potential according to their individual ability.

Effective Communicators who:

-Exhibit proficiency in communication through listening, speaking, reading, writing and the arts.

-Comprehend and interpret messages respectfully.

-Research, document and convey information reflectively, critically and clearly.

Critical Thinkers who:

-Demonstrate logical and effective decision making skills Analyze, evaluate and synthesize information.

-Apply problem-solving strategies to real life situations Formulate personal values.

Technology Users who:

-Develop necessary skills to function in a constantly changing technological society Utilize technology as a tool for learning.

Career-focused students who:

-Achieve their post-secondary goals.

All students will have equal access to the instructional technology offered through and by BPA. The purpose of the 1:1 (One to One) Chromebook Program at BPA is to enhance instruction and student learning by:

-Providing greater access to information
-Facilitating collaboration among students and faculty
-Creating an environment that encourages the responsible and effective use of technology

## Chromebook

The Chromebook is a personal computer designed to work with Google Apps for Education ("GAFE") web- based applications. BPA chose the Chromebook as the best fit for the needs of its students through a diligent assessment of ease of operation, productivity, safety, security, and cost-effectiveness. BPA will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or the internet on the device, in keeping with the BPA Acceptable Use Policy ("AUP"). Students will retain their issued Chromebook for the duration of their enrollment at BPA, subject to new device adoption. Chromebooks are subject to periodic checks to determine device condition.

## Google Accounts and Google Apps for Education

All students will receive a BPA-managed Google account; this account is necessary to login to any BPA-owned Chromebook. Only currently enrolled BPA students will have access to a BPA Google account, and BPA Chromebooks are only accessible with a BPA Google account.

Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by BPA and are subject to review, confiscation, and destruction by BPA administration. Students should refrain from storing inappropriate or personal material (such as photos) on their Google Drive. When students leave BPA (through graduation or transfer), all files can be transferred to a student's personal Google account. Students are also provided with a Google email account (Gmail). This account is fully managed by BPA and emails are archived using Google Vault. Students also have access to a variety of Google Apps made available through GAFE. Students do not have the ability to install on their BPA Chromebooks Google Apps that are not approved by BPA. Google Apps should only be used for academic purposes; failure to use Apps or other resources responsibly or for their intended purpose may result in disciplinary action. See the BPA discipline policy for more information.

## Distribution of Chromebooks

Distribution of the Chromebooks will take place during registration. A student will be issued a Chromebook only if the student and a parent or guardian has signed the Acknowledgement of the BPA 1:1 Program Overview and Acceptable Use Policy. All students will receive the device, a power cable and headphones. It is highly recommended that families purchase a protective case. If a protective case is purchased, only solid colors

with no designs are permitted on campus. Although headphones will be provided, students are encouraged to purchase earbuds or headphones. Personal headphones or earbuds can be used at school, however, only solid colors with no designs are permitted on campus.

## BPA Responsibilities for the use of the Chromebook

BPA will comply with the Children's Internet Protection Act ("CIPA") to prevent the inappropriate use of the Chromebook and/or the internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at BPA's expense. BPA will have devices available that can be checked out to students whose devices are being repaired or replaced, on a temporary basis.

## Parent and Student Responsibilities

All parents and students are required to fully read, understand and sign the BPA 1:1 program overview and the BPA Acceptable Use Policy.

As with any BPA-owned property (for example, textbooks), parents and students will be responsible for returning the Chromebook to BPA in good working condition. The student and his or her parent or guardian will be responsible for replacing a lost Chromebook or making repairs for damage regardless of the circumstances.  Please note that families will not be responsible for reasonable wear and tear from appropriate use of the Chromebook (as determined by BPA in its sole discretion).  Optional insurance for the device will be offered at a reasonable price.

## Internet Access

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications.  BPA provides internet access at the school site. Students will have the ability to use the Chromebook to connect to the internet while off campus. Students should not connect to unknown wireless networks or Hotspots.

At school or elsewhere, students are expected to observe all BPA technology policies as well as federal, state and local laws. Student accounts are configured to provide internet filtering and website monitoring for inappropriate content using CIPA compliant software and hardware on campus and off campus. Students are responsible for following the policies expressed in this 1:1 program and the BPA Acceptable Use Policy at all times when using their BPA account.

Students will be able to access all work and files when offline (up to a maximum of 16GB of files). Students are responsible for ensuring that files have synced once re-connected to the internet.

## Monitoring and Scanning

As part of our AUP and within the provisions of CIPA, BPA has the right and duty to monitor and control access to the BPA network and connected devices. It is our intent to provide a safe and useful instructional resource for students. All files, messages, internet browsing history, and any other activity on a BPA owned Chromebook and BPA managed account may be monitored for appropriate content, student safety, and adherence to the BPA academic integrity policy.

## Guidelines for Appropriate Use

With the opportunity afforded by using technology, comes the expectation to use that technology responsibly. Failure to use the Chromebook responsibly may result in disciplinary action.

## Students will

- Use the Chromebook and other technology resources only for academic purposes and in accordance with the BPA policies.
- Use appropriate language and graphics, whether posting and publishing from home or from school, when using blogs, podcasts, email or ANY other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making and sharing illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Fully charge the Chromebook before arriving on campus each day.
- Make sure that their account has synced before leaving campus each day.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following "General Care" guidelines provided in this guidebook.
- Report the loss or damage of the device immediately to BPA's administrative staff.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Digitally publish work. Students may submit published work to teacher to print at teacher's discretion. Printers are not available to students on campus.

## Students will NOT

- Remove, damage, or deface any identifying stickers or labels placed in or on the device by BPA.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.)

about themselves or others.

- Leave computers unsupervised or while logged in to any BPA managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by BPA.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Reset or "wipe" their device without explicit, advance permission from BPA administration.

## Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks may take them to the BPA Help Desk and borrow a device while theirs is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep at all times until the loaner is returned.

## General Care of the Chromebook

- Do not place food or drink near the device.
- Insert and remove cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, substances, etc.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (for example, a backpack that does not have a laptop protective compartment).
- Do not store the device in student lockers overnight.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.
- Always keep the Chromebook in a protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device

# Chromebook Discipline Policy

The purpose of this Chromebook Discipline Policy is to create a learning environment that encourages the safe and effective use of technology. The specific items included in this table are in addition to our broad, discretionary authority to maintain safety, order and discipline at school. The following table is designed to support, not limit, our authority.  The table includes possible outcomes for the first infraction of the specific item; subsequent infractions may lead to escalation of discipline.

| Category | Infraction | Possible Solution | Possible Outcomes |
|---|---|---|---|
| **Preparation** | Lack of preparation such as not bringing Chromebook to class, not charging battery, etc | Check out daily loaner | Detention |
| **Care** | Intentional damage or loss | Check out daily loaner + student responsible for repair or replacement cost | Referral to Site Administrator |
| | Preventable damage - not covering Chromebook, food or drink spilled, etc | Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased | Referral to Site Administrator |
| | Accidental damage | Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased | |

| Network | Network Infractions including, but not limited to: accessing or attempting to access inappropriate material, bypassing BPA network, cyber bullying, inappropriate behavior, or other violations of the Acceptable Use Policy | Account restrictions, such as limiting online access to on campus and/or during certain hours | Referral to Site Administrator |
|---|---|---|---|
| Account | Accessing or attempting to access another student's account | Account restrictions | Detention |
| | Sharing passwords/accounts | Account restrictions | Detention |
| | Forgotten password | Password Reset | Warning |
| Academic Integrity | Cheating, sharing documents without teacher permission, plagiarism, or any other violation of the BPA Academic Integrity Policy | See BPA Academic Integrity Policy | |

## Acknowledgement of BPA 1:1 Program Overview and Acceptable Use Policy

I acknowledge that I have reviewed the BPA 1:1 Program Overview and the Acceptable Use Policy (AUP) which details the 1:1 initiative's goals, implementation policies and the use of the Chromebook device and BPA network. I further understand that Baypoint Preparatory Academy will NOT issue a device to a student until his or her parent or guardian has signed this agreement.

**I understand that my student is expected to**
-Bring the Chromebook charged every day.
-Take reasonable steps to ensure that the Chromebook is not damaged or stolen.
-Use the Chromebook and internet in a responsible manner - on campus and off campus. Access his/her account only and in a responsible manner.
-Use the Chromebook, internet, and accounts in a manner consistent with the BPA Academic Integrity Policy.
-Understand and act within the BPA AUP

**I understand that I am expected to**
-Ensure my child meets the expectations of the BPA 1:1 Initiative as outlined in the 1:1 Program Overview.
-Supervise and monitor my child's use of the Chromebook away from school.
-Be responsible for the cost of repairing or replacing the Chromebook should the device be damaged, lost or stolen or if the student leaves BPA without returning the Chromebook. Understand and act within the BPA AUP.

Student Name (print):_____

DOB/ID:_____

Student Signature:_____ Date:_____


Parent/Guardian Name (print):_____

Parent/Guardian Signature:_____ Date:_____

# Chromebook Protection Plan (Optional)

With the rollout of our new 1:1 Chromebook Program, Baypoint Preparatory Academy ("BPA" or "School") is pleased to offer parents/guardians an optional, low cost plan ( the "Optional Protection Plan") to cover accidental loss and damage to your student's Chromebook. Under the Optional Protection Plan, your student's Chromebook ("Device") is protected against accidental damage, theft or loss. If the Optional Protection Plan is waived, you will be responsible to pay for the repair or replacement of your student's Device if it is stolen, lost or damaged, regardless of the circumstances leading to its loss or damage. It is important to understand that failure to pay for the repair or replacement of a Device will be treated like any other School debt and may preclude your student from participating in extracurricular, sports and graduation activities. **The full replacement cost of the Device being issued to your student is currently $210.00**. Depending on the type of damage to the Device, repairs may range from $35 to $150, or more, per instance.

The cost of the Optional Protection Plan is $35 per Device (non-refundable) and runs from the date of payment through the earlier of: (1) the first instructional day of the next academic year; or (2) the last day of enrollment for exiting students.

There is no cost for the use of the Device and the Optional Protection Plan is provided by the School purely as a convenience and is not required. As with all School-issued materials and equipment, it is imperative that the Device your student is issued be maintained and handled in a responsible manner and that it remains in operational condition throughout the school year.

**Protection Plan Coverage:**

| Type of Damage | Examples |
|---|---|
| Liquid | Accidentally spilled drink |
| Breakage | Broken AC or USB connector or missing keyboard key(s) |
| Drop or Fall | Cracked screen or broken case |
| Loss | Stolen from a locker, car or home |

The Optional Protection Plan **does not** cover misuse, cosmetic damage, neglect, or intentional damage. Parents/guardians will be responsible for the entire cost of repairs or replacement to devices damaged through misuse, neglect or intentional damage. BPA has the sole authority to assess damage and determine whether the damage was accidental and thereby eligible for repair/replacement or the result of misuse, neglect, or intentional damage. Multiple events may not be covered by this policy (i.e. more than two damage claims in one year may be deemed neglect and not covered by this policy). Damages caused by a student's failure to exercise responsibility and due care of the device will be deemed negligent. In case of theft, vandalism, or other criminal acts, an **official police report**, or in the case of fire, an **official fire report** must be immediately sought by the parent/guardian in order to qualify for

coverage. This Optional Protection Plan will also replace one (1) lost Device and/or one (1) lost charger cable at no additional cost to the student. However, if the Device and/or charger cable is lost a second time, the student is responsible for the full cost of replacement for the lost item(s). BPA is not liable for the loss, damage, or costs arising from unauthorized use of the school-issued Device.

## Chromebook Optional Protection Plan Declarations Page

| Coverage | Exclusions |
|---|---|
| <ul><li>**Accidental Damage**: Pays for accidental damage caused by liquid spills, drops or any other unintentional event.</li><li>**Theft**: Pays for loss or damage due to theft; the claim requires a police report to be filed immediately in order to receive coverage.</li><li>**Fire**: Pays for loss or damage due to fire; the claim must be accompanied by an official fire report from the investigating authority.</li><li>**Electrical Surge**: Pays for damage to the Device due to an electrical surge.</li><li>**Natural Disasters**: Pays for loss or damage caused by natural disasters.</li></ul> | <ul><li>**Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts**: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The parent/guardian/student will be responsible for the full amount of the repair/replacement.</li><li>**Consumables**: Including but not limited to the charger (if lost more than once) and software.</li><li>**Cosmetic Damage**: That does not affect the functionality of the Device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers.</li><li>"**Jailbreaking**": or otherwise voiding the manufacturer's warranty by altering the software.</li><li>BPA is not liable for the loss, damage (including incidental, consequential, or punitive damages) or expense caused directly or indirectly by the equipment.</li></ul> |
| If a student's enrollment is terminated from Baypoint Preparatory Academy for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued and payment is made. | |

Chromebook Protection Plan

Must be completed and returned during Registration

We highly recommend parents take advantage of this opportunity. The Optional Protection Plan costs $35 and is payable by credit card, check or cash. Checks should be made payable to "Baypoint Preparatory Academy." This form and payment MUST be returned during registration. **Only a parent/guardian may make the decision to Accept or Decline this protection plan.**

❏ **Yes,** I would like to purchase the Optional Protection Plan for the Device assigned to my child.

❏ **Yes,** I would like to purchase an additional Optional Protection Plan for a Device assigned to sponsoring another child who cannot afford this protection plan. (This additional purchase is a tax deductible donation to the school designated for this specific use.)

❏ **No,** I choose not to purchase the Optional Protection Plan and accept all financial responsibility for the Device assigned to my child.

Parent/Guardian Name (Please Print):   _____

Parent/Guardian Signature:   _____

Date:   _____

Student Name (Please Print):   _____

Student ID# (Leave blank for new students) _____

Student Signature:   _____

Date:   _____

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│                          OFFICE USE ONLY:                                  │
│ _____ $35 Sponsor another student ((Tax Deductible Donation)             │
│                                                                            │
│ _____ $35 My student paid by: Credit Card/Debit Card _____ Cash _____Check _____  │
│                                                                            │
│ BPA Staff Accepted By: _____ Date: _____  │
└──────────────────────────────────────────────────────────────────────────┘
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Copy 1 – *Business Office*        Copy 2 – *Student Receipt*