



Colorado Military Academy

Technology Usage Agreement

Let it be known that parents/guardians and cadets, hereafter referred to as ‘the undersigned’, shall be held liable for any and all losses/damages incurred while in possession of Colorado Military Academy equipment. It is also understood that Colorado Military Academy is in no way responsible for any such losses or damages that may occur while in the undersigned’s possession.

Computing equipment owned by Colorado Military Academy is being issued into the possession of the undersigned. It is the responsibility of the undersigned to maintain and care for any equipment that is issued. **Failure to comply with the policies outlined in this document may result in suspension of computing privileges.** The issuance of said equipment in no way conveys transference of ownership from Colorado Military Academy to the undersigned.

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| Loss: | <ul style="list-style-type: none"> ● The undersigned will be held liable in the event of loss or theft. If equipment is found by a third party, it will be returned to, and held, in the IT room until the equipment is inspected and an investigation is completed. |
| Damages: | <ul style="list-style-type: none"> ● The undersigned will be held financially accountable for vandalism, neglect, or misuse of the equipment. ● If the unit that is assigned to them is damaged (accidentally or intentionally), the undersigned is responsible for the cost of repair or replacement of the device. ● All damages are to be reported to CMA staff within 24 hours of occurrence.. <ul style="list-style-type: none"> ○ This includes all damages to the device internally and externally. ○ This includes all damages cosmetically. |
| Definition of Misuse: | <p>Misuse of school equipment can be defined as:</p> <ul style="list-style-type: none"> ● Failure to report damages within 24 hours of occurrence. ● Food and/or drink is not to be ingested near, over, or on the device. ● Leaving the device unattended in an unsafe location. ● Using a device that is not assigned to them. ● Slamming the device closed. ● Dropping, tossing, kicking, kneeing, swinging in wide arcs, or throwing the device in or between classes. ● Lifting and/or carrying the device by the screen. ● Losing and/or damaging the provided case. ● Removing the device name tag and/or barcode, ● Drawing, doodling, and/or placing stickers or any other memorabilia on the device. ● Allowing another cadet access their account on their assigned device. |
| Inappropriate Usage: | <ul style="list-style-type: none"> ● Definition: Utilizing the device for activities that are not school approved: such as playing games, watching unapproved videos, sending inappropriate messages, visiting sites that are off task, allowing another cadet to access or log into their device, etc... ● Cadets who use their device inappropriately may have the usage of the device temporarily suspended. This consequence is part of the progressive discipline plan outlined below; <ul style="list-style-type: none"> ○ On the 1st inappropriate usage referral the device will be taken for 3 days. ○ On the 2nd inappropriate usage referral the device will be taken for 1 week. ○ On the 3rd inappropriate usage referral the unit will be taken for the remainder of the grading period.. |

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| | <ul style="list-style-type: none"> ▪ During this time the cadet will either complete school work without the use of school provided technology, or when absolutely necessary, be allowed to utilize a device under supervision at a monitored location. Please note, this usage can be taken as well if the cadet does not adhere to the rules and regulations of the school. |
| Charges: | <ul style="list-style-type: none"> • Every cadet is issued a charger and case along with their device. Should this equipment be lost, damaged, or stolen, the undersigned will be liable for the cost of replacement. |
| Asset Tags: | <ul style="list-style-type: none"> • Every device is tagged with an Asset Number. Should this sticker be removed from the device, the undersigned will be charged \$2.00 for the replacement of this tag. |
| Repair: | <ul style="list-style-type: none"> • A table of estimated pricing for repairs, titled 'Statement of Technology Fees' is provided along with this form and the issued equipment. It is also available on the CMA website and in the handbook. • Assigned device replacement will not exceed \$350 (per device) • If damaged, no repairs will be made to the unit for a period of 3 days. This grace period is allotted for dispute of the charges that may be made. • If the cadet has damaged their technology, a replacement may not be immediately available. |
| Acceptable Use: | <ul style="list-style-type: none"> • CMA technology and accounts are assigned for educational purposes only. cadets who use school provided technology and/or accounts for personal use will lose their technology privileges, which may include access to the internet, technology access, and other disciplinary actions. |
| Terms of Use: | <ul style="list-style-type: none"> • The cadet's right to use and be given possession of school property begins when the device is assigned and terminates no later than the last day of school year, unless earlier termination by the school is initiated. |
| Inspections: | <ul style="list-style-type: none"> • Random classroom inspections will take place throughout the school year. During this time, all assigned devices to that classroom's cart will be inspected for damages. Any damages found will be noted and charged to the cadets account as well as a misuse fee for failure to report the damages. |

The undersigned hereby agrees to pay any fees incurred as a result of losses/damages outlined by the 'Technology Usage Agreement' and 'Statement of Technology Fees'. The undersigned agrees to waive any assumption of liability on the part of Colorado Military Academy should any losses/damages occur to the aforementioned equipment.

By acknowledging this document, the undersigned acknowledges receipt of the 'Statement of Technology Fee' schedule, and acknowledges acceptance and abidance with the terms outlined above.