



2024-2025 Catalyst Charter Schools Device Agreement

Catalyst Charter Schools Device Use Agreement

By accepting Catalyst device, I agree to the following:

- I will take care of my device/charger, securing it both at home and at school.
- I will use the device assigned to me and I will not use another scholar's device.
- I will not leave my device unattended.
- I will use my device for school and school related tasks only.
- I will bring my device to school fully charged each day.
- I will not apply or remove any stickers/labels to my assigned device.
- I will not draw, write, color, or make any marks on my device.
- I will return the device and charger at the end of the year.
- If I lose or damage a device, it is my responsibility to let the teacher know immediately. After notifying my teacher, I will take my damaged device to the main office or give it to the teacher I reported to.
- I understand if I lose or damage my device, a fee will be applied to my account and my parent/guardian will be notified.
- I understand my assigned device is Catalyst property and that my actions are subject to Catalyst Schools' policy.

Device Damage & Fees Policy

What is Accidental Damage/Damage Covered by Catalyst:

- Falls or breaks from transport.
- Power surges
- Liquid spills
- Hardware failures

What is considered Negligence (Not covered by Catalyst). Negligence to laptops typically refers to actions or inactions that result in damage or reduced functionality of the device. This can include:

- Leaving a device unattended/unsecured (i.e., in/on car, at airport, at family members)
- Intentional damage to devices (i.e., keyboards, screens, chargers, ports, etc.)



- Damage caused because of not following acceptable use policy.
- Physical Damage: Dropping the laptop, exposing it to extreme temperatures, or spilling liquids on it.
- Poor Maintenance: Failing to clean the keyboard, screen, and vents regularly, leading to dust buildup and overheating.
- Improper Handling: Carrying the laptop without a protective case, using it on soft surfaces that block ventilation, or plugging in cables forcefully.
- Neglecting Software Maintenance: Not updating the operating system and software, leading to security vulnerabilities and performance issues.
- Ignoring Warning Signs: Continuing to use the laptop despite unusual noises, slow performance, or error messages.
- Exposure to Malware: Downloading software from untrusted sources or failing to use antivirus protection.
- Battery Mismanagement: Overcharging, frequently letting the battery completely drain, or using incompatible chargers.

Charges and Fees

Please check Infinite Campus for Fees – guardians will receive an email with an invoice

- Any scholar with three (or more) reported incidents within a 3-month period will be penalized for negligence.
- A replacement pickup date will be scheduled as soon as possible.
- Device replacement cost (\$75)
- Teacher Laptop Charger (\$30)
- Teacher Key FOB (\$15)
- Scholar Charger (\$25)

If your Catalyst Schools property is damaged or stolen

Please follow this process:

- Report it to your teacher and take the damaged device to IT or give it to the teacher you reported it to.
- Email RSalas@catalystschools.org (CSM) or LMiller@catalystschools.org (CCR)