



DEVICE LOAN PROGRAM

We understand all students may not have access to a device at home. During school closure, we are offering a free **Device Loan Program** to all 6 – 12th grade students. With the **Device Loan Program** students will be able to check out a school-owned Chromebook and charger to use to complete assigned schoolwork until classes resume on campus.

If a student would like to participate in the **Device Loan Program**, please follow the steps below:

1. The student's parent or guardian should email Karen Sullivan (ksullivan@cacmustangs.org) titled **Device Loan Program** with the following information: Student Name, Student Grade, Parent/Guardian Name, Parent/Guardian cell phone number.
2. Mrs. Sullivan will then contact and set up a time and place to deliver the Chromebook and charger.
3. At the time of delivery, a **Device Release Form** will need to be signed by the student or parent/guardian. This ensures proper usage and care of the device while in the student's possession.
4. The day on-campus classes resume, the student will be responsible for returning the Chromebook and charger to Mrs. Sullivan's office at the Secondary Campus.
5. Mrs. Sullivan will document the return of the device and check for damages. If damages are found, the parent/guardian will be contacted and proper monetary fees will be charged through the family's FACTS account.