

FY15_WHS_Laptop_Care

Wayland High School One to One Learning Program Laptop Care, Maintenance and Support Agreement

The Wayland Public School District (WPS) has initiated a program to provide each student with an Apple MacBook Air computer while the student is actively enrolled in Wayland High School (WHS).

This agreement relates to the Computer System issued to the student while enrolled at WHS. By accepting possession of the Computer System, the software and related peripherals such as cables and chargers etc., we hereby agree to the following terms and conditions. We understand that by signing this agreement, we agree to participate in the WHS Laptop Loaner Program.

We understand that only the student has the right to use the Computer System while enrolled in the School System. We understand that he/she must comply with software license agreements. Neither the parent nor the student shall sublease, sell or otherwise grant an individual or business any right or security interest to the Computer System or otherwise encumber Wayland Public Schools' lease.

Return Policies: We agree to return the Computer System to WHS in the same condition as when we took possession. Reasonable wear and tear is accepted as outlined in this agreement. We understand that WHS may charge a late fee equivalent to the cost of the remaining lease value of the Computer System and/or seek criminal charges or civil damages if we do not return the Computer System on or before the return date.

Use your laptop as a tool for learning.

1. You are responsible for having a fully charged laptop to use each day in school. It is recommended chargers stay home.
2. Teachers will determine when and if laptops will be open and used in class.
3. Academic use always takes priority over personal use in school.
4. Your leased laptop is to be used primarily by you both at school and at home for EDUCATIONAL PURPOSES ONLY!
5. You cannot play games or stream videos (Netflix, Youtube, Hulu, Vimeo, Athletic Programs) during the school day, UNLESS authorized by a teacher to do so.
6. Parents are responsible for supervising your Internet use when at home. School filtering services used on the District network will not work at home, however, Lan School software will monitor and record Internet history.
7. Parents/Guardians are responsible for maintaining your home network and Internet service.
8. Your laptop must be turned into the WHS Genius Bar once each year for maintenance. It should be in good condition, showing only reasonable wear and tear. This means that the laptop and charger (45 watt) must be fully operational with no cracks, dents or breakage of the case. They must be free of markings other than those made by Wayland Public Schools.

Abide by the WPS Acceptable Use Policy (AUP) LARK - Legal, Appropriate, Responsible and Kind

1. You may access only appropriate documents and media.
2. You may not harass, bully, cyber-bully, or threaten others in any way.
3. You must use appropriate language in all communications.
4. You must not attempt to gain access to unauthorized accounts or files.
5. You must not attempt to bypass the district's web-filtering or use of Lan School on your computer.
6. You must abide by copyright laws. You must not plagiarize works or illegally download files, music, movies or other commercial files.
7. You must keep all personal information private, including passwords, user ID's, home address, and phone numbers.
8. You must not photograph or make audio or video recordings without the consent of all those being recorded.

The above list is a summary. Make sure to review and sign the complete WPS Acceptable Use Policy annually.

Know what you can and cannot install.

1. Do not un-install any software or operating system component that has been preloaded on your laptop by school staff.
2. District Tech Support at the Genius Bar will not troubleshoot and/or repair damages caused by any software you install on your laptop.
3. Issues requiring service or repair may necessitate re-imaging the laptop to restore to the original configuration. (Backup of files should be done on a regular basis, in case re-imaging needs to be done!)
4. You cannot install any terminal server applications.

Take good care of equipment and files.

1. You are responsible for backing up all your files on a regular basis. Data backups to Cloud-based resources must be done from home. Backups to external drives or flash drives can be done at anytime.
2. Downloading large files from the Internet is discouraged while at school because it will cause network slowness for all users on the Wayland Public Schools network. Computer software updates must be done from home.
3. Do not leave your laptop unattended.
4. Always close your laptop and carry it in a protective sleeve or backpack when moving. Walking with an open laptop is more likely to cause damage and loss of data.
5. Keep the laptop in its protective case and do not mark the laptop in any way with markers, stickers, etc.
6. Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
7. **Do not eat or drink near the laptop. There should never be any food or drink around the laptop.**
8. Laptops should not be left in extreme heat or cold, e.g. in your car in these conditions.
9. Do not use water or other cleaning solutions on the laptop. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen.
10. Store your laptop computer in an appropriate protective case when not in use.
11. Do not loan your laptop to someone else.
12. Do not damage, degrade the performance, or abuse anyone else's laptop in any way.
13. **Only bring leased laptops for repair to District Tech Support staff at the Genius Bar. Do not try to repair laptops yourself.**

Maintenance and Support Agreement

9th Grade - \$60 Optional Fee - includes a Protective Case

10th-12th Grades - \$40 Optional Fee

If you agree to the Maintenance and Support Agreement and pay the \$60/\$40 fee, you will receive a protective case in 9th grade and WPS will cover the following based on a student's due diligence to care for their laptop. This fee covers total replacement of one machine per year. If you choose not to participate in the Maintenance and Support Agreement, you will be responsible for the full cost of repairs or replacement. In either case, if repairs are needed, a student should bring his/her laptop to the Genius Bar first to determine the appropriate next steps. A loaner laptop will be provided if needed.

Maintenance and Support Agreement Coverage includes:

1. All repairs due to accidental damage.
2. Laptop replacement due to theft when exercising due diligence.
3. Laptop replacement due to loss caused by fire, lightning, explosion, windstorm, smoke, vandalism or malicious mischief by a third party, damage by burglars, falling objects, weight of ice or snow, accidental discharge of water or steam, freezing, and flood. (One time full replacement)

NOTE: ONLY one full computer replacement allowed.

- All claims should be reported to the WHS Genius Bar immediately.
- In the case of damage or theft, WHS will make a loaner laptop available for student use. I understand that there are a limited number of loaner laptops. They are dispersed on a first come first serve basis and

one may not be available at all times. The student is also responsible for negligent damage incurred on the loaner laptop.

- In the event of a theft you must report the incident to a law enforcement agency immediately and no later than 3 days after the theft and submit a police report with your claim. Filing a false police report is a felony under law.

Note: Loss of the power adapter/charger is not covered.

Negligent Damage (NOT covered under the Maintenance and Support Agreement)

The following are the exclusions that **are not** covered by the WPS Maintenance and Support plan. Students will be responsible for the full cost of repair or replacement:

1. **Liquid/beverage spills on the laptop, i.e. eating; drinking near a laptop is not accidental and will not be covered by insurance.**
2. Excessive scratches/wear to laptop exterior caused by failure to regularly use a protective case as required by the AUP/Laptop Use Agreement.
3. Damage caused by repairs made by an unauthorized source. WHS laptops should only be brought for repair to District Tech Support Personnel at the Genius Bar.
4. Loss due to a power surge when off Town Property.
5. Deliberate damage, neglect or abuse caused by you or others you allow to use your laptop. This includes intentionally marking, defacing, and/or abusing the laptop. Also damage caused by tampering with hardware components (battery housing, RAM, iSight camera, etc.) to alter District configurations.
6. **Leaving the laptop unattended or failing to secure it per school recommendations.**
7. **Leaving it in an unlocked car or on the bus.**
8. Mysterious disappearance of the laptop - meaning that the Laptop User has no knowledge as to the place, time, or manner of the loss.

**Wayland High School - One to One Learning Program
Laptop Care, Maintenance and Support Agreement
WHS Acceptable Use / Internet Safety Policy
Student and Parent/Guardian Sign-Off**

Terms and Conditions Statement

I (we) have read the **WHS AUP/ISP** and **WHS Laptop Care, Maintenance and Support Agreement** and agree to abide by the terms and conditions herein. Specifically I (we) acknowledge that the computer is on loan and remains the property of Wayland Public Schools. If the student leaves WHS for any reason, the computer must be returned in good working condition showing only reasonable wear and tear.

Please bring this completed form with you when you come to pick up your laptop in August.

STUDENT NAME: _____ YOG _____

STUDENT ID: _____
PARENT/GUARDIAN
NAME: _____

Parent EMAIL: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

PICK UP NOTES – To Be Filled out by WHS StaffParent / Guardian Attending: _____
Print Name

Backpack / Protective Sleeve	Maintenance Fee / Case	Training Session

**Laptop Care, Maintenance and Support Agreement
Pick-Up Schedule**

You must bring this form and the following on your scheduled day to pick up your computer. Pick up and training will take approximately 2 hours for incoming students.

- Laptop Care and Maintenance Agreement / Signed
- Parent / Guardian
- \$60/\$40 proof of payment to participate in the Laptop Care and Maintenance Agreement
- Padded Backpack or Laptop Sleeve / Protective Carrying Case for your Laptop

Note: *All outstanding School fees must be paid before you pick up your computer.*

WHS 1:1 Laptop Care & Maintenance Agreement (FY15) Page

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