

Office Use:
Serial _____

One-to-One Laptop Middle School Laptop Program
St. Mary Catholic Schools



STUDENT NAME _____

TERMS AND CONDITIONS

Parent and Student Responsibilities

The parent and student assume all responsibility for the safety and security of the SMCS laptop both on and off campus.

SMCS Laptop Warranty and Repairs

The students warranty covers mechanical breakdown, as well as parts and labor for these repairs.

Accidental damage will be covered by a deductible-based system based on the seriousness of the damage. Please see the **Accidental Damage Policy** on the back for specific details.

If a laptop is damaged, lost or stolen the parent and/or student is responsible for immediately contacting the SMCS Technology help desk. In the case of theft, law enforcement must be contacted within 5 days and a police report must be filed. A copy of the police report must be provided to SMCS technology staff.

If the student is supplied with a SMCS loaner laptop, the student is responsible for the proper care of the SMCS loaner laptop. The **Accidental Damage Policy** (on the back) will also apply to the loaner a student is issued. In cases where a loaner laptop is necessary for an extended period of time, a loaner rental fee will be charged; fee will be based on the current purchase agreement rates.

Laptop Insurance

7th and 8th grade students of SMCMS will be charged \$100/year for their laptop insurance because they will be transporting their laptops to and from home with them (See the Accidental Damage Policy for more details). This can be paid in full, \$50/semester, or \$25/quarter to the SMCMS office.

Conduct

As part of the SMCMS curriculum, students will have access to the Internet, e-books and email. All Internet content is filtered in accordance with federal regulations outlined in the Children’s Internet Protection Act. Popular social media sites such as Facebook are blocked during the day but the filter is turned off daily at 3:00 pm. If a parent wishes to restrict his/her child’s access to this or any other site, please contact SMCMS Principal, Mike Zuleger.

SMCS laptops can and will be scanned for inappropriate materials. Inappropriate materials will be reported to school administration and/or law enforcement agencies for disciplinary action. Internet traffic on the school network is monitored for inappropriate behavior, surfing and gaming.

Software

SMCS laptops come equipped with school-specific software. All software licenses are the property of SMCS with the exception of the licenses that comes with the SMCS laptop. If a student withdraws from SMC, the school’s software will be removed from the SMCS laptop.

Backing up Data

Students are responsible for backing up their data. SMCS will not be responsible for any data lost as a result of not properly backing up data. There are multiple forms of media available to students including cloud-based storage as well as external hardware (Flash Drive, SD Card, External Hard Drive, etc.) that can be used.

End of Year Procedures

At the end of the year, the school/technology staff will collect laptops and chargers. Laptops will undergo general maintenance and updates for the upcoming school year. Laptops will be returned at the start of the new school year.

(CONTINUED – Please read *Accidental Damage Policy* and provide Signature -- ON BACK)

Accidental Damage Policy

St. Mary Catholic Schools



The majority of students will take good care of their laptop. Unfortunately, a small percentage of the student body may not. This policy is to help teach responsibility for proper laptop care and to help minimize further damage to the laptop.

The school administrator maintains the right to waive the deductible for the first offense as well as to increase the deductible for repeat offenders. Parents will be notified of the offense.

Laptop Insurance

7th and 8th grade students of SMCMS will be charged \$100/year for their laptop insurance because they will be transporting their laptops to and from home with them. This can be paid in full, \$50/semester, or \$25/quarter to the SMCMS office.

POLICY DETAILS:

If necessary, repairs and damages to the laptop will be assessed to determine if the cause was a mechanical failure or an accident. Damages will be categorized into three (3) classes and will result in an expense to the student/responsible party:

Class 1: \$50 Deductible

The student/responsible party pays the first \$50.00 of the repair costs and SMCS covers the balance. These damages include, but are not limited to; broken keyboard, missing or cracked keys, cracked plastics, damaged chargers (ripped cord or exposed wires) and damaged hard drives (non-mechanical damage).

Class 2: \$100 Deductible

The student/responsible party pays the first \$100.00 of the repair costs and SMCS covers the balance. These damages include, but are not limited to; broken hinges, battery mounts, and LCD's, and situations where a student fails to report their laptop issues in a timely manner, resulting in further damage.

Class 3: \$250 Deductible

The student/responsible party pays the first \$250.00 of the repair costs and SMCS covers the balance. These damages include, motherboards (non-mechanical damage), drops resulting in multiple damaged components, and situations of extreme gross negligence.

In the event of a mechanical failure (through no fault of the student), no deductible will apply.

I am signing this agreement with full understanding of the Terms and Conditions along with the Accidental Damage Policy. I agree to comply with all conditions set forth by SMCS.

Student Name: _____ Student Signature: _____

Parent/Responsible Party Signature: _____ Date _____