

# High School Laptop Purchase/Lease Agreement (4-year; 2020-2024) St. Mary Catholic Schools



STUDENT FULL NAME \_\_\_\_\_

Graduation Year: **2024**

## RESPONSIBLE PARTY

Parent/Guardian Name(s) \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## PAYMENT OPTIONS

*The school maintains the ownership of the laptop until the student graduates. At that time, you will have the option of a \$1 buy-out to transfer ownership to you.*

Please choose a payment option:

\_\_\_\_\_ One (1) \$975 payment due with signed agreement on August 14<sup>th</sup>.

\_\_\_\_\_ Two (2) annual \$525 payments by ACH on Sept. 5<sup>th</sup>, 2020 and 2021. Complete ACH payment information below.  
*Or send \$525 payment with signed agreement by August 14<sup>th</sup>. (Total payment = \$1050)*

\_\_\_\_\_ Forty (40) monthly \$30 payments by ACH on the 5<sup>th</sup> of the month September to June each year.  
Complete ACH payment information below. (Total payment = \$1200)

If paying by check for the one-time or annual payment, please note payment enclosed: Check # \_\_\_\_\_ \$ \_\_\_\_\_

This Agreement will be ongoing and continue from school year to school year as indicated in the selected Payment Option above. Payment in full is required for Seniors by their graduation date.

If the above named student leaves SMCS before completion of the payment obligation for the laptop, the laptop must be returned immediately. Arrangements may be made to purchase the laptop. Student transcripts will not be sent to a new school until all financial obligations have been fulfilled and all proprietary software has been removed from the laptop. If a laptop is not returned, it will be reported to the police as stolen.

## ACH PAYMENT BANK INFORMATION

Choose one: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Name(s) on checking/savings account for ACH Withdrawal \_\_\_\_\_

Bank Name \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_  
*(first 9 numbers on bottom of your check)*

Signature for ACH Payments \_\_\_\_\_

I authorize SMCS and the financial institution named above to initiate withdrawals from the listed checking/savings account. I may stop payment by notifying SMCS at least 5 business days before my account is to be charged. I understand I have the right and responsibility to contact SMCS with changes to my bank account information. Any and all insufficient fund (NSF) returns will be assessed a \$30.00 NSF finance fee by SMCS in addition to any fees the financial institution may assess. NSF returns must be paid within 5 business days, along with the NSF fee.

# High School Laptop 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. **All students are required to back-up their data to an external source (IE: flash drive, SD card, Dropbox, etc).**

## SMCS Laptop Warranty and Repairs

The student's warranty covers mechanical breakdown, as well as parts and labor for these repairs. **Batteries are warrantied for one year after the laptop purchase date.**

Accidental damage will be covered by a deductible-based system based on the seriousness of the damage. Please see the [Accidental Damage Policy](#) 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](#) 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.

## Conduct

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/Summer Procedures

Following final exams, the school/technology staff will collect laptops and chargers. Over the summer, the laptops will undergo general maintenance and updates for the upcoming school year, thus laptops are not available during summer break. Laptops will be returned before the start of the new school year.

*I understand both my financial obligations and my obligations for care and maintenance of a SMCS laptop. I am signing this agreement with full understanding of the Terms and Conditions and the Accidental Damage Policy and agree to comply with all conditions set forth by SMCS.*

**Parent/Responsible Party Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# High School Laptop Accidental Damage Policy



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 may 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), damaged hard drives (non-mechanical damage), and damaged DVD Drive.

**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.

The Technology Department, along with administrators, 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.

*I understand both my financial obligations and my obligations for care and maintenance of a SMCS laptop.*

*I am signing this agreement with full understanding of the Accidental Damage Policy and agree to comply with all conditions set forth by SMCS if damages occur.*

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Parent/Responsible Party Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return signed copy at your earliest convenience to:**

SMCS Business Office  
1050 Zephyr Drive  
Neenah, WI 54956

***Please retain a copy for future reference.***