

The Blake School Laptop Use Agreement

(Please read this entire section carefully.)

This agreement is made effective upon receipt of laptop computer, between The Blake School, the student receiving a laptop, and his/her parent(s) or legal guardian (parent). The Student and Parent(s) agree to the following while using a Blake provided laptop computer, software and related materials for use while a student at Blake.

Equipment

- **Ownership:** Blake retains ownership of the laptop and grants permission to the student to use the laptop according to the guidelines defined. Blake's Information Support Service or administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic access; and to alter, add or delete installed software or hardware.
- **Transfer of Ownership:** At the end of a student's senior year he/she will have the option to purchase the assigned laptop for a fee commensurate with residual value of the laptop. Apple Computer determines this value.
- **Equipment provided:** All laptops include a DVD/CD-RW, ample RAM and hard drive space, a protective laptop case, software, and other miscellaneous items. Blake will retain records of the serial numbers of provided equipment. Fall 2011, all 9th graders and new students in grades 10-12th are issued the same one-year old laptop.
- **Replacement of laptop:** Blake has a limited number of spare laptops for use while the student laptop is repaired. This agreement remains in effect for the replacement. The student may NOT opt to keep a broken laptop or to avoid using the laptop due to loss or damage. Please note that if a student forgets to bring the laptop or power adapter to school, a substitute will NOT be provided.
- **Responsibility for Electronic Data:** The student is responsible for any non-Blake installed software and for ANY data stored on the laptop. It is the student's responsibility to backup data as necessary. Blake does not accept responsibility for any files or personal software.

Damage, Theft or Loss of Laptop

Note: Blake handles all repairs on school issued laptop.

- **What is the School's process in handling damaged, lost or stolen laptops?** All issues are handled by the Upper School (US) Desktop Specialists. If there is an issue with your laptop, bring your laptop to the US Technology Center and explain the issue to one of the school's desktop specialists. Being forthright on what happened is very helpful e.g. If water was spilled on the laptop, share that information.
- **Manufacturer defect or normal wear and tear** If it is determined that the problem is the result of a manufacturer's defect or is the result of normal use, there should be no cost billed to the family for the repair. Students are issued a temporary replacement laptop and will be notified when they can pick up their original laptop. Families are emailed an explanation of work performed and notified that no costs are being billed.
- **Accidental damage** If the issue is the result of accidental damage (e.g. liquid spills, dropped laptop which resulted in a damaged screen, etc.), the family will be charged the cost of repair not to exceed \$500. Approximate costs for common accidental damages are approximately \$68 for power cords, \$299 for screen replacement, and \$500 for logic board. Repeated repairs that suggest irresponsible care may incur a surcharge. Students are issued a replacement laptop and will be notified when they can pick up their original laptop. Families are emailed immediately a statement of work and estimated costs. The business office sends invoice at the next billing cycle.
- **Theft of Laptop** In the case of theft, the family must file a police report. Once the case number is assigned, this needs to be reported to the US security office. If theft occurs at school, student needs

to immediately file an incident report either using the school's electronic incident form or with the US security office. Once the police report is available to the school, there is a \$500 charge to the family to cover the cost of replacement. Families will be emailed immediately the estimated replacement costs and students are issued a replacement laptop. The business office sends invoice with the charge of \$500 at the next business billing cycle.

- **Lost Equipment** If a laptop is lost (no police report can be issued), the charge to the family is the cost of a new laptop. If a power supply is lost, the school will charge the family the cost of the power supply. If a laptop bag is lost, a replacement can be purchased from the US school store. Note: Exact costs to the family will be published once the laptops have been ordered and costs are known. Families will be emailed immediately the statement of work and estimated replacement costs. The business office sends invoice for replacement cost (TBD at time of loss) at the next business billing cycle.
- **May families purchase insurance to reduce the maximum cost of \$500 for laptops that are stolen or have extensive damage?** Yes, the school has vetted other options and if families would like to reduce their exposure, contact Student Insurance Partners (SIP).
P.O. Box 2077
Stillwater, OK 74076
Toll-free: 800.620.3307
Fax: 405.372.9584
Email: customerservice@studentinsurancepartners.com

(Note: This coverage is purchased by families directly through the carrier at the family's expense.)

Pricing For Families

Coverage - This 12 month policy will provide replacement cost coverage and protect the units worldwide against: Accidental damage (includes drops/spills), Theft, Fire, Flood, Vandalism, Natural Disasters, and Power Surge Due To Lightning.

See the link below for up to date Coverage and Premiums.
<http://www.studentinsurancepartners.com/sip/coverage>

Network Acceptable Use Policy

1. **Monitoring:** To assure compliance with the School's Network Acceptable Use Policy, Blake will continue to review Internet log files to verify appropriate use of the Internet.
2. **Allowable Customizations** (may require assistance of system administrators)
 - ✓ The student is permitted to alter or add files to customize the assigned laptop to their own working styles (e.g. background screens, default fonts, and other system enhancements).
 - ✓ The student is permitted to install software on the assigned laptop so long as it is legally owned and installed as per a license agreement, excepting any software known to cause system problems with laptop. We strongly suggest that students minimize external installations since, if the software causes errors, the laptop will be restored to the original settings, and everything stored will be erased. Note: Blake will periodically conduct maintenance that will require the student to re-install all non-Blake software and files.