

## Laptop Agreement *(rev. 6/13/16)*

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### Terms and Conditions of Use

The purpose of loaning a Laptop, case, and adapter is to provide individual computer access to students at University High School. The term of this agreement shall be from the date of execution by all parties through May 31, 2017, or upon the date the laptop is returned to the Lab Schools, whichever is earlier.

By signing this Agreement, the parent/guardian certifies that he or she has thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession of a Laptop computer issued to the student by the Illinois State University Laboratory Schools ("Lab Schools").

### General Terms & Conditions

- The Laptop is and will remain at all times the property of the Lab Schools, and is being loaned for educational purposes only. The Lab Schools may take back the Laptop, or place additional restrictions on the student's use or possession of the Laptop, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Lab Schools' teacher or administrator, the student or the student's parent/guardian will immediately surrender the Laptop to that teacher or administrator.
- At its sole discretion, the Lab Schools may change the terms or conditions of the student's possession or use of the Laptop, or to impose new restrictions on use or possession of the Laptop, at any time during the term of this agreement.
- The student's possession and use of the Laptop will be subject at all times, both on and off campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable Student Handbook policies (including the Acceptable use Policy) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the Lab Schools. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of any such license.
- By signing this agreement, the parent/guardian certifies that he or she has reviewed and understand the Student Handbook and the Acceptable Use Policy contained therein and that it is the parent/guardian's responsibility to be informed as to any school policies that might apply to the student's use or possession of the Laptop and to comply with those polices at all times.
- By signing this document, the parent/guardian acknowledges that they are solely responsible for ensuring the use of the Laptop to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The Lab Schools will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Any violation of the terms or conditions set forth or referenced in this document may result in the Lab School taking back the Laptop, or restricting, suspending, or terminating, with or without prior notice, the Student's use of the Laptop.
- The student's possession and use of the Laptop is a privilege, not a right. By signing this document, parent/guardian acknowledge that there is no right or entitlement to possession or use of the Laptop and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Lab Schools gives the parent or student any ownership of any kind whatsoever in the Laptop.

### Prior to obtaining a laptop....

- An annual technology fee of \$125.00 must be paid by check or money order made payable to Laboratory Schools Illinois State University (unless the technology fee has been waived or reduced by the Lab Schools for economic hardship.)

## Return of Laptop and other equipment

- For freshman, sophomores and juniors, laptops, adapters, cases and other equipment must be turned in by the last day of attendance. The specific date, and procedures for when and where to turn the units in will be communicated on the school website.
- For seniors, the laptops, adapters, cases and other equipment must be turned in by the specified return date, which is typically during the last week of classes for seniors. The specific date, and procedures for when and where to turn the units in will be communicated on the school website.
- If, *for any reason*, a student needs use of the laptop beyond the check-in date, they must request an extension from the technology director.
- When the laptop, adapter and case are returned, they will be checked for damages, and fees assessed (if necessary) based on the schedule listed in the “Fees” section in this document.
- Failure to turn in any equipment by the specified due date will result in late fees, as described in the “Fees” section in this document.
- Students **MUST** turn in the laptop and adapter that they received at the start of the year. Items will be treated as “missing” if they are not the number that was issued. If a student’s missing equipment is turned in by another student prior to the due date, the item fee charged will be reduced to a \$5 “reunite” fee.
- Alternative items purchased to replace lost or stolen equipment (such as a replacement power adapter) will not be accepted, and students will be charged for the missing equipment.

## Acceptable Use Policy

- Use of the laptop is governed by policies listed under “Technology Acceptable Use Policy Agreement” in the student handbook. This includes information about laptop monitoring.

## Security, Loss or Theft

- The student and parent/guardian are responsible for ensuring that all issued equipment is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave equipment in the care or custody of any person other than the student’s parent or guardian or a Lab School teacher or administrator.
- If any equipment is lost or stolen while at school, the student and/or parent/guardian shall immediately report the problem to the Main Office. If the parent or student believes the equipment has been stolen, Lab School officials will then report the theft to the Illinois State University Police Department, who will conduct an investigation,
- If any equipment is lost or stolen while off school grounds, the student and the student’s parent/guardian shall immediately file a report with local law enforcement officials and request a copy of the written incident report filed by the investigating officer. As soon as possible after reporting the Laptop stolen, the student will provide a copy of the police report to the Main Office, along with details about the incident and the name and telephone number of the investigating officer.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Lab Schools-owned Laptop may be prosecuted to the fullest extent of the law.
- The student and the student’s parent/guardian are liable for the full replacement costs of any lost or stolen equipment, regardless of the nature of the loss.

## Damage

- The school will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation and warranty coverage, costs for service may be charged to the manufacturer, the school, or the student and/or parent.

- Costs of service to repair accidental damage, intentional misuse, or other items not covered by the manufacturer or the school as explained above shall be assessed to the student / parent. Service costs will be charged as the actual cost of parts plus handling. Labor costs will be covered by the school.
- To help defray expenses, the school will subsidize two incidents of accidental damage while the student is enrolled at the school. For the first incident, the school will cover all costs over \$100. For the second incident, the school will cover all costs over \$200. Damage to separate parts of the computer will be considered separate incidents, unless it can be shown that they resulted from the same accident.
- Intentional misuse will be charged at full cost to repair.
- Service for software problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.

## Fees

- Repair costs charged to the student will follow a fee schedule based on part cost. Current costs are as follows. These costs may be modified from time to time as the prices of replacement parts change.
 

• Screen	\$25
• Keyboard	\$25
• Battery	\$25
• Broken battery latches	\$25
• Lost or damaged AC adapter	\$25
• Bag	\$15
• Back LCD cover (damaged or marred)	\$25
• Touchpad (damaged or marred)	\$25
• Excessive cleaning (hard-to-remove substances on laptop)	\$25
• Full replacement of laptop (includes bag and adapter charge)	\$250
- The repair and replacement fees described above may be reduced or waived by the Lab Schools for economic hardship. To qualify for a reduction or waiver, students must qualify for free or reduced lunch under the applicable State guidelines. Requests for fee waivers or reductions for economic hardship should be referred to the Accounts Office.
- The Lab Schools may, at its sole discretion, choose not to issue a replacement Laptop, for any reason. The decision not to issue a replacement Laptop shall not excuse the student and the student's parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Lab School Laptops, given that those fees are intended to help offset the actual cost to the Lab Schools of repair or replacement of the Lab Schools' property.
- The "adapter or bag reunite fee" is issued when a student fails to turn in the adapter or bag they were issued
- Late fees will be charged for any equipment that is not returned by the specified return date. Late fees accrue at the flat rate of \$5 per day, regardless of which items are not returned. The maximum late fee charged will be equal to the replacement cost of the non-returned equipment.
- Seniors who have not returned equipment by the graduation billing deadline will be liable for the full replacement cost of the non-returned equipment. The graduation billing deadline may be several weeks before graduation and may be the same day as the specified return date for the Laptop and other equipment. In general, seniors must pay all outstanding fees before being allowed to participate in graduation ceremonies.

