

Wayland High School
One to One Learning Program
Laptop Care, Maintenance and Support Agreement
2023-2024

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

As a student, I agree to:

1. Use the laptop as a tool for learning.
2. Have the laptop case on at all times.
3. Bring a fully-charged laptop to school each day, leaving the charger at home.
4. Follow the direction of teachers for when and if laptops should be open and used in class.
5. Give priority to academic work.
6. Abide by all provisions of the [WPS Acceptable Use Policy/Internet Safety Policy](#) (AUP/ISP).
7. Use streaming media (including YouTube, Netflix, Hulu, Hudle, Vimeo, Pandora, Spotify) at school only when authorized by a teacher to do so.
8. Get permission from all people involved before making audio or video recordings.
9. Make my own backups of the data on the laptop on external storage devices or network-based backup services, such as Google drive. If I use cloud-based backup services, I will run the backup software only at home.
10. Only download large files and software updates while at home.
11. Keep my laptop with me or in a secure location at all times.
12. Keep the laptop in an appropriate protective case when not in use.
13. Close my laptop and carry it in a protective sleeve or backpack when moving. I understand that walking with an open laptop is more likely to cause damage and loss of data.
14. Keep the laptop in its protective case and not mark the laptop in any way with markers, stickers, etc.
15. Not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
16. Never handle or transfer the laptop by holding the display, it should be always handled by the base of the laptop. The screens are the most fragile part of the laptop.
17. Not close the laptop lid when there is something on the device, such as headphones, paper clips, papers etc.
18. Not eat or drink near the laptop, or use it with food or drink nearby.
19. Not leave the laptop in a car in conditions of extreme heat or cold, which can damage the laptop.
20. Not use water or other cleaning solutions on the laptop. I will wipe the surfaces lightly with a clean soft cloth. I will avoid touching the screen.
21. Not loan your laptop to someone else.

22. Not damage, degrade the performance, or abuse anyone else's laptop in any way.
23. Not try to repair it myself. I will bring laptop problems to the WHS Genius Bar.

As a parent or guardian, I agree that:

1. I am responsible for supervising my student's Internet and computer use at home.
2. Ensure that my student has a laptop cover on the device at all time.
3. I understand that school filtering services used on the District network will not work at home, and that monitoring software on the laptop will continue to monitor and record Internet history.
4. I am responsible for maintaining my home network and Internet service.
5. I will help my student abide by the terms of this agreement and the WHS Acceptable Use Policy/Internet Safety Policy.

Together, as student and parent/guardian, we agree that we:

1. Understand that only the student has the right to use the Computer System while enrolled at WHS.
2. Understand that the student must comply with the software license agreements for the software installed on the computer.
3. Agree to return the Computer System, including charger, to WHS in the same condition as when we took possession, accepting reasonable wear and tear, by the deadline established by the school. 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. We understand that WPS 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.
4. Students could incur additional charges if their computer is returned and damaged above normal wear and tear.
5. Will not sublease, sell, or otherwise grant any individual or business any right or security interest to the Computer System, or otherwise encumber Wayland Public Schools' lease or ownership of the equipment.

Optional Laptop Maintenance Fee - \$60

(FY23-24 payment should be completed by August 18, 2023)

Each year we evaluate the most cost effective way to fund computer repairs. This year's Maintenance Fee offers our families full coverage on laptop repairs, theft and accidental damage.

We strongly advise that you purchase this coverage to protect your student's device against cracked screens, liquid spills, theft, vandalism, fire, flood, other natural disasters and common computer repairs, as listed in the table below. Charger repair is also covered. If a charger is lost, the replacement cost is \$79.

This optional maintenance covers **one computer replacement** due to cracked screens, liquid spills, theft, vandalism, fire, flood, and other natural disasters. **In the unlikely event that your student needs a computer replaced more than once in a year, you will need to pay for the replacement or repair.**

If you choose not to purchase coverage for your student's device, please be advised you are liable for any and all damages done to the MacBook Air. Examples of common repair costs are below.

Repair Costs

Full Computer Replacement (Refurbished)	\$900.00
MotherBoard	400.00
LCD Display	350.00
Top Case	300.00
Battery	100.00
Trackpad	300.00
Charger	79.00

Steps for Repairs

When a laptop needs to be repaired, the student should take the following steps:

- All claims should be reported to the WHS Genius Bar or the technology office immediately. **DO NOT TRY AND FIX THE DEVICE YOURSELF.**
- **If the damage is a screen issue, take a picture of the damage as soon as you see it.**
- Damaged computers that cannot be repaired in-house will be shipped to Apple or to a repair depot with an anticipated turn around of 5 business days. The student will be given a loaner if the device needs to be shipped out.
- In the case of damage or theft, WHS will make a loaner laptop available for student use. There are a limited number of loaner laptops. Loaners are dispersed on a first come, first serve basis and one may not be available at all times. **The student is 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. A Police Report must be submitted with your claim. Filing a false Police Report is a felony under law.

**Wayland High School - One to One Learning Program
Laptop Care, Maintenance and Support Agreement
WHS Acceptable Use / Internet Safety Policy
FY23 - 24 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.

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 Staff

Parent / Guardian Attending: _____
Print Name

Protective Cover	Maintenance Fee
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