

Workspace and Computer Equipment Contract

Classroom Policy for Computer and Workspace Use

School Year: _____

Student Name: _____ Parent/Guardian Name: _____

1. Equipment Care and Responsibility

As a student in this classroom, you are assigned to a workspace that includes a designated **Apple Mac Mini (M1), Apple Magic Keyboard with Touch ID, Apple Magic Mouse, and AOC 27" 4K Monitor**. This equipment is essential for completing coursework, and maintaining its condition is a shared responsibility.

By signing this contract, you agree to the following conditions:

- **Proper Use and Care:** I will handle all equipment with care and use it only as instructed. This includes not consuming food or drink near the workstation, avoiding forceful handling, and respecting all components as essential classroom resources.
- **Accountability for Damage:** I understand that if I cause any damage to the workspace or computer equipment—either intentionally or through misuse—I (or my parent/guardian) will be responsible for the repair or replacement costs associated with the damaged equipment. The cost for each item is as follows:
 - **Apple Mac Mini (M1):** \$600.00
 - **Apple Magic Keyboard with Touch ID:** \$190.00
 - **Apple Magic Mouse:** \$90.00
 - **AOC 27" 4K Monitor:** \$230.00
- **Exceptions:** Replacement costs may be waived at the teacher's discretion based on the nature of the damage.

2. Reporting Damages and Vandalism

- **Daily Workspace Check:** I agree to inspect my workspace and equipment at the beginning of each class period for any damage, malfunctions, or signs of misuse.
- **Reporting Policy:** I will immediately report any issues, damage, or vandalism I notice at the start of class to the teacher. This includes damage to the computer, keyboard, mouse, monitor, or any other part of the workspace.
- **Accountability for Unreported Damage:** I understand that if I fail to report damage at the beginning of class and damage is discovered by another student, teacher, or staff member after my class period (or the following school day if I am

the last student to sit in that seat for the day), I may be held accountable for the damage, as it will be assumed to have occurred during my use.

Agreement and Signatures

By signing below, both student and parent/guardian acknowledge and accept responsibility for the terms outlined in this contract. This signed document will remain on file with the teacher throughout the school year.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Total Equipment Setup Cost: \$1,110.00

(Updated: Nov 2024)