



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

Laptop Computer Use Agreement

This contract is in addition to and in conjunction with all the policies and procedures outlined in the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

LAPTOP USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of laptop, between Monsignor Bonner & Archbishop Prendergast Catholic High School (“MBAPCHS”), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop, software, and related materials (the “laptop”) for use while a student is at Monsignor Bonner & Archbishop Prendergast Catholic High School, hereby agree as follows:

1 Equipment

1.1 Ownership: MBAPCHS retains sole right of possession of the laptop and grants permission to the Student to use the laptop according to the guidelines set forth in this document. Moreover, Bonner & Prendergast administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same; ample RAM and hard-disk space, software, and other miscellaneous items. MBAPCHS will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.

1.3 Substitution of Equipment: In the event the laptop is inoperable, MBAPCHS has a limited number of spare laptops for use while the laptop is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. 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 the Student forgets to bring the laptop or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-MBAPCHS installed software and for any data stored on the laptop. It is the sole responsibility of the Student to backup such data as necessary. MBAPCHS provides a means for backup along with directions but MBAPCHS does not accept responsibility for any such software. Students will be provided with a file share folder accessible via traditional computer labs only.

1.5 Return of Equipment: At the end of each school year the student’s laptop will be collected for maintenance and reimaging. Students should back up all documents, music and other information stored on the hard drive. If a student leaves MBAPCHSCHS during the school year, it is the responsibility of the student and parent to return the laptop to the Director of Technology prior to departure. Failure to do so will result in the full charge for the Laptop and its equipment.



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

2 Damage or Loss of Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working laptop at all times. Major components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost for warranty under repairs. The warranty does not cover list/ power supply lost battery or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care to ensure that the laptop is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

MBAPCHS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the laptop is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the laptop is stolen or vandalized while not at Bonner & Prendergast or at a Bonner & Prendergast sponsored event, the Parent shall file a police report and inform the Director of Technology in order to activate computer security software.

2.5 Technical Support and Repair: MBAPCHS does not guarantee that the laptop will be operable, but will make technical support, maintenance and repair available.

3 Legal and Ethical Use Policies

3.1 Monitoring: MBAPCHS will monitor laptop use using a variety of methods for monitoring. The Director of Technology has the ability to monitor student use while on campus and connected to the MBAPCHS-Internet network. The school will not monitor students remotely while off campus. On site, the laptop is subject to routine monitoring by teachers, administrators and technology staff. MBAPCHS



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

reserves the right to examine all data stored on the laptop to assure compliance with MBAPCHS's AUP. Email and file folders are property of the school and are subject to school monitoring as needed.

3.2 Legal and Ethical Use: All aspects of MBAPCHS laptop Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned laptop to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system.



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

Addendum

STANDARDS FOR PROPER LAPTOP CARE

This document is an important addendum to the *Student laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple, Inc.'s advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Unsupervised laptops will be confiscated. Bring the laptop and charging unit to MBAPCHS during every school day. (If you forget them, substitutes will NOT be provided.) Students without laptops will need to complete assignments via alternate means.
- Laptops are able to be used in the school. If, however, the teacher requests that laptops be temporarily put away students are to comply. The use of the laptop *must support the instructional activities* currently occurring in each classroom and lab. Laptop sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student must turn off and put away the laptop when requested by a teacher. The student should never use another student's laptop.
- At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private cell networks.
- Keep the laptop either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the laptop stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the laptop in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave laptops in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car other than in a locked trunk. ***Avoid leaving the laptop in environments with excessively hot or cold temperatures.***
- Do not let anyone use the laptop other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Adhere to MBAPCHS School's Laptop Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

- Back up your data. Never consider any electronic information safe when stored on only one device. Since all students will have accounts in Google Documents as well as network storage, they are encouraged to utilize these areas to store important files.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from MBAPCHS, all equipment must be turned in prior to departure or will be charged the full amount to replace the laptop with a new laptop.

How to Handle Problems

- Promptly report any problems to the laptop Facilitator or Director of Technology.
- Report to the Technology Office to pick up any repaired laptop within 3 days of notice.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop.
- Do not do anything to the laptop that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the laptop.

Carrying the laptop

- Always completely close the lid and wait for the laptop to enter Sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always place the laptop in a backpack prior to moving from one class to the next.
- Do not grab and squeeze the laptop, as this can damage the screen and other components

Screen Care

The laptop screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$200 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

DVD/CD-RW (Optical Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the warrantee.
- Keep discs clean and store them in a cover to prevent dust from entering the computer.
- Always remove CDs and DVDs when they are not in use – this preserves battery life.



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

- Avoid using CDs or DVDs unless the computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers batter life.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your laptop charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the laptop when it is not in use, in order to save battery life and protect the screen.
- For best battery life, do not recharge until the battery reaches a low level.

Personal Health and Safety

- Avoid extended use of the laptop resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the user guide.

Leaving Laptop at School

- An option will be provided for students to keep their laptop at school if they have sufficient computer access at home.
- Students would pick up their device from the *Student Technology Assistance Team (S.T.A.T.)* room located in room 110 of the Prendergast building each morning by 7:35 a.m.
- Students would be required to drop of their laptop by 3:00 p.m. each afternoon to room 110 (*S.T.A.T. Office*) of the Prendergast building.
- Devices will be locked securely and charged each night.



for Young Men

MONSIGNOR **BONNER** & ARCHBISHOP **PRENDERGAST** CATHOLIC HIGH SCHOOL



for Young Women

Student Laptop Contract

I have received a copy of the Bonner & Prendergast Student Laptop Computer Use Agreement for 2011- 2012. I have reviewed the information in the contract and understand that the contract contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their responsibilities and behavior as listed in the contract. Failure to abide by these responsibilities and behaviors can result in the consequences outlined in the contract.

I am aware that the Archdiocesan Secondary School System and Monsignor Bonner & Archbishop Prendergast Catholic High School reserve the right at any time to amend or to add to the policies, rules, and regulations contained in this contract, and to make such changes applicable to current as well as new students when the situation dictates. To find current policies, rules, and regulations I will reference the school website.

Date: _____ Student Number: _____

Print Name of Student: _____

Student Homeroom: _____

Signature of Student: _____

Print Name of Parent: _____

Signature of Parent: _____

Contract procedures:

- 1) Student and Parent/Guardian review Laptop Contract
- 2) Student and Parent/Guardian review the Acceptable Use Policy as list on the school websites and 1:1 Public Portal – Print out and sign the Student/Parent Signature page
- 3) Student and Parent/Guardian sign Laptop contract
- 4) Tear off Laptop contract and acknowledgement form.
- 5) Student and Parent/Guardian bring *Student Laptop Contract* and *Laptop Program Acknowledgement Form* to school for Laptop distribution on the assigned day. Student must present the *Contract*, *Acknowledgement Form* and *Acceptable Use Policy* signature form signed in order to receive their laptop.