

## 2007-2008 Addendum to Laptop Agreement

This document is an addendum to the full laptop agreement that was signed when laptops were originally issued to students. It includes a number of clarifications about expectations regarding use of district laptops and conditions affecting insurance coverage and school disciplinary action. While the vast majority of our students took exceptional care of their laptops, this document became necessary after an analysis of loss/damage data as well as feedback from parents and staff in the laptop survey conducted in March, 2007. The data indicate that a significant portion of damage and theft incidents resulted from failure to follow the terms of the laptop agreement and school guidelines for proper care of the laptops. In addition, the majority of concerns regarding the laptop program were directly related to inappropriate use of the laptops that was in clear violation of the laptop agreement. A reduction in these types of incidents is essential if the laptop program is to be financially sustainable and educationally successful. We are confident that we can achieve this goal and hope that the additional information provided below will help clarify the intentions of the original laptop agreement. (original can be reviewed at: [http://www.shorelineschools.org/instruction/tech/laptop\\_docs.php](http://www.shorelineschools.org/instruction/tech/laptop_docs.php))

### **Insurance – Burglary/Robbery/Theft:**

Coverage includes Burglary/Robbery/Theft that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence. Leaving the laptop unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. are NOT covered under the definitions used by the insurance provider. These and similar situations are classified as loss through negligence.

### **Insurance – Accidental Damage:**

Includes damage resulting purely by accident despite following all guidelines for care and handling of the laptop. The following are not considered to be accidental damage and are not covered by insurance:

- damage caused by liquid/beverage spills (liquids near laptops are explicitly prohibited per Laptop Agreement)
- excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case (use of case is required per the Laptop Agreement)
- intentionally marking, defacing, and/or abusing the laptop (amusement, anger, frustration, etc.)
- damage caused by tampering with hardware components (battery housing, RAM, iSight camera, etc.) to alter district configurations

### **Multiple Incidents:**

- multiple damage/theft claims – especially if lack of due diligence is evident – could result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges

### **Unauthorized/Nonacademic Use of Laptops:**

- Bypassing firmware password to enable unauthorized installations or to gain admin access
- Downloading and/or installing game emulators, chat clients, peer-to-peer software, etc.
- Accessing proxy sites to bypass district web-filtering
- Using laptops and district network to exchange/share media files, such as mp3s or videos, that are in violation of copyright guidelines (i.e. illegally obtained)

### **Enforcement/Consequences:** will vary according to infraction, but may include any or all of...

- school discipline code for minor infractions
- loss of privileges or daytime MacMinder controls
- suspension/expulsion – serious or repeated offense

### **Outstanding Deductibles:**

- To allow for timely processing of insurance claims, prompt payment of deductibles is expected.
- If a payment extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received. Full or partial scholarship requests for deductibles that present extreme financial hardship will be evaluated by school officials. These requests must also be made within one week of receiving the notice.
- Loaner laptops cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.

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I have read the above addendum to the Laptop Agreement and agree to abide by the terms of the addendum as well as the original agreement.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_