

ASL Laptop Computer Use Agreement 2019-20

Please read this entire document and its addendum, *Standards for Proper Laptop Care*. This agreement is made between The American School in London (“ASL”), the student (“Student”), and her/his parent(s) or legal guardian(s) (“Parent”). The Student and Parent, in consideration of being provided with a laptop computer, software, and related materials (“Computer”) for use while enrolled at ASL, hereby agree as follows:

1. Equipment

1.1 Ownership: ASL retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. The ASL administrative staff retains the right to collect and/or inspect the Computer at any time, and to alter, add or delete installed software or hardware at any time. All computers are returned to ASL at the end of the school year.

1.2 Equipment Provided: Apple MacBook Air with one charger, protective laptop case, software.

1.3 Substitution of Equipment: In the event the Computer is inoperable, ASL has a limited number of spare laptops for use while the Computer is being repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary using Google's Backup and Sync app, which can be installed via ASL's Managed Software Center. ASL does not accept responsibility for any such files.

2. Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction: ASL will cover any cost to repair damage to the computer caused by manufacturer's defects.

2.2 Responsibility for Accidental Damage or Loss: The Student is responsible for maintaining a 100% working laptop at all times. The Student shall use reasonable care to ensure that the Computer is not lost, stolen or damaged. Refer to the attached document, *Standards for Proper Laptop Care*, for a description of expected care. In the event of damage not covered by the warranty:

- ASL will cover all costs of non-warranty repairs that are £100 or less.
- For the first instance of a non-warranty repair greater than £100, ASL will cover 50% of the repair cost, and 50% will be billed to the family.
 - For example, a broken screen has a repair cost of approximately £500. ASL would cover £250 of the replacement cost, and the family would be billed £250.
 - For example, the complete replacement cost of a laptop through theft or damage is approximately £1,000. ASL would cover £500 of the replacement cost, and the family would be billed £500. However, in the event of theft, if the family's insurance pays out for the replacement of the laptop, then ASL would expect that amount to be passed on to the school in full.
- For the second instance of a non-warranty repair greater than £100 or complete loss, all costs will be billed to the family.
- All damage that results from intentional acts or willful neglect will be billed entirely to the family.

2.3 Responsibility for Negligence: ASL reserves the right to charge the Student and Parent the full cost for repair or replacement when loss or damage occurs due to gross negligence. Examples include:

- Leaving equipment in an unlocked car or unlocked home.
- Leaving equipment unattended and unlocked. This includes theft or damage resulting from an unattended and unlocked laptop while at school (See the *Standards for Proper Laptop Care* document for definitions of “attended,” “unattended,” and “locked”).
- Lending equipment to others other than one's parents.
- Using equipment in an unsafe environment.

2.4 Responsibility for Accessories: In the event of loss or damage to the Power Supply provided with the laptop, the student's family will incur a charge to replace it with an Apple charger (currently £79).

2.5 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Staff. If the Computer is stolen or vandalized while not at ASL or an ASL sponsored event, the Parent shall file a police report.

3. Legal and Ethical Use Policies

3.1 Legal and Ethical Use: Parents/students are expected to follow ASL's Middle School Responsible Use Policy.

3.2 Allowable Customizations: The Student *is permitted* to alter or add files to customize the assigned Computer to her/his own working style (i.e., background screens and images, display settings).