

## **LAPTOP COMPUTER LEASE TO PARENTS/GUARDIANS OF STUDENTS**

**WHEREAS**, the Carlucci American International School of Lisbon, Portugal (CAISL) takes upon itself the academic duty of preparing its students for a technological world; and

**WHEREAS**, CAISL has leased laptop computers, cases and software that would fulfil this mission; and

**WHEREAS**, the students and the parents/guardians individually and on behalf of said student promise, declare and assure that these computers shall be used only by the student to whom the laptop is assigned and for the student's academic programs and that the software shall not be copied, scanned, loaned or transferred to any person.

**NOW THEREFORE, the Parent/Guardian and the Student acknowledge and agree that:**

We are receiving from CAISL a laptop computer, case, software, and power adapter (hereinafter collectively referred to as "computer"), said laptop bearing serial number **0000000** to be used in conjunction with the CAISL-designated curriculum and programs;

We have inspected the laptop and confirm that it is received in good working condition;

The replacement costs are as follows:

Laptop computer barcode: \_\_\_\_\_ *Laptop Brand*

- *Laptop Model – price €*
- *Laptop charger – price €*



- ✓ The laptop computer and power adaptor will be covered by existing insurance policies provided by CAISL.
- ✓ We are responsible for any damage, theft, or loss of computer not covered by CAISL insurance as well as any deductible under said insurance related to damage, theft, or loss of computer;
- ✓ We will report immediately any case of damage, suspected or proven theft or loss.
- ✓ When loss or damage is reported to the IT Office, an email will be sent to the parents letting them know that the report has been received. The email will be sent requesting a "Read Receipt." Parents need to click on the "Send Read Receipt" link so that the IT Office knows that the parents have been notified.
- ✓ We will pay any amounts due within 10 days of receipt of invoice should damage, theft, or loss of computer not be covered by CAISL insurance and acknowledge that this obligation shall survive the termination of this agreement;
- ✓ Should we believe the computer to be stolen, we will cooperate with CAISL personnel and any external entities working on CAISL's behalf in an attempt to find it. Should evidence of theft be confirmed and on instructions from CAISL, we agree to promptly notify the police. We understand that without police notification, there is no chance of insurance coverage;
- ✓ The laptop may not be loaned to anyone else.
- ✓ Failure to comply with the "Standards for Appropriate Use of CAISL IT Resources" is a breach of this lending arrangement;
- ✓ The maximum term of this loan shall be for one school year as per your signature.
- ✓ CAISL may terminate this loan at any time for any reason at which point we will immediately return the computer.
- ✓ We must return the computer should the student withdraw from CAISL. Grades/transcripts will not be issued until the loaned computer is returned.
- ✓ The laptop must be returned in good working order in the same condition as when it was issued including no personalization, decoration, stickers, markers, etc.
- ✓ We will ensure careful and proper use of the equipment.
- ✓ We are responsible for keeping the equipment in working condition and will protect it from extreme conditions of any kind.
- ✓ We will alert the IT staff via [1to1itsupport@caislisbon.org](mailto:1to1itsupport@caislisbon.org) as soon as any difficulty with the operation of the equipment or any damage becomes evident. We understand that attempting to make repairs or using a service store for repairs may void the computer's warranty.



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*Parent Initials**Student Initials*

- ✓ We understand that should the laptop malfunction for reasons beyond the control of the student, the IT Office will lend the student a laptop while the one issued to him/her is being repaired.
- ✓ We understand that should the laptop be lost or damaged as a result of inappropriate or careless use, no laptop will be loaned while repairs are made. The student will need to provide his/her own laptop for class use.
- ✓ The laptop must be in our possession at all times or secured in a locked locker.
- ✓ The laptop remains the property of CAISL and is subject to inspection by CAISL personnel at any time without notice.
- ✓ We will practice power conservation by closing the lid when the computer is not in use, keeping the brightness dimmed when possible, and by not listening to music.
- ✓ We will not store files on the school network but, instead, to use cloud services (OneDrive, Dropbox, etc.) and/or personal pen drives.
- ✓ We will exercise caution in the use of laptops outside supervised classrooms to reduce the risk of damage.
- ✓ We will not install any software on the school's laptop computer and if there is software/hardware we need on the laptop for school purposes, we will speak to CAISL IT Team.

Student's Signature

Date

Parent/Guardian's Name

Parent/Guardian's Signature

Date

**Note: If you have an electronic signature please submit this document via e-mail to [1to1itsupport@caislisbon.org](mailto:1to1itsupport@caislisbon.org). If not, fill the document, and return it to the IT Office.**

