

The Packer Laptop Program

Policies & Guidelines / 2021-2022

THE LAPTOP PROGRAM

The goals of Packer's laptop program are:

- To allow students to take ownership of their learning by using technology intentionally and in meaningful ways.
- To facilitate communication, collaboration, creativity and critical thinking skills.
- To provide a high level of access to networked educational resources.
- To develop confident and competent digital citizens.
- To use technology to support and promote a learning community.

LAPTOP PROGRAM POLICIES

- Every Packer student in grades 5-12 receives a Packer-issued laptop for their use while enrolled at Packer.
- Student accounts incur an annual charge for the use of a Packer laptop.
- Loaner laptops are available on a temporary basis (normally up to two weeks).
- At the school's discretion, a student may be issued a different laptop than the one originally issued, if deemed necessary by the school. This is sometimes the most efficient way to "repair" a damaged laptop.
- Students must return their Packer laptop when they graduate or unenroll.
- All Packer laptops are provided with a case. Replacement cases are provided on request.
- Stickers are allowed ONLY on laptop cases. -- Never on the laptop itself.
- Laptops remain the property of Packer and must be returned if a student graduates, withdraws or when moving from one division to the next.

WARRANTY AND ACCIDENTAL DAMAGE

- Repairs covered by Apple's limited warranty will be completed at no cost.
- For accidental damage* (non-warranty repairs), Packer-issued laptops are covered for up to two incidents of accidental damage during a child's time within a division (MS or US).
- Should a student incur three or more incidents of accidental damage during their time in the MS or US, a laptop damage fee of \$299 will be charged to the student's account for the third incident and each incident thereafter until leaving their current division.
- Repeated incidents of accidental damage will result in a notification to the student's dean and may include disciplinary consequences.
- When students move from Packer's Middle School to the Upper School, they are issued new Packer laptops and their laptop damage incident count is reset to zero.
- If the laptop suffers catastrophic damage from an accident or is rendered inoperable as the result of unauthorized modifications, a \$500 fee will be applied.
- A fee of \$500 will be charged for lost or stolen laptops. (A copy of the police report is also required for any that are stolen.)

** Major hardware incidents include a cracked or damaged LCD display, a cracked trackpad, damage from liquid spilled on the laptop, etc. (A liquid spill can destroy the laptop's logic board.)*

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LAPTOP CHARGES BILLED TO STUDENT ACCOUNTS

- All student accounts, grades 5-12, are charged annually for the use of their Packer-issued laptop.
- Laptop chargers (A/C adapters) are considered a “consumable part” by Apple and, therefore, by Packer. The Tech Center can provide a replacement charger at a cost of \$89, if a student’s charger is lost, damaged or simply stops working.

REPAIRS

- **ALL laptop repairs MUST be coordinated through the Packer Tech Center at either support@packer.edu or 718-250-0280.**
- Packer’s Tech Center is an Apple Authorized Repair facility and must coordinate all repairs.
- Packer’s IT Department works year-round, even over the summer. The Tech Center is open most business days and should be the starting point for any laptop repair.
- Contacting the Tech Center also allows for the assignment of a loaner laptop, if a repair is in order.
- **Do not take a Packer laptop to an Apple Store for service.**
Packer’s laptop management system will prevent Apple from being able to perform many repairs. Work by Apple or other outside technicians can lead to data loss.

STUDENT AND FAMILY RESPONSIBILITIES

- Packer provides incoming students with a laptop. Families should not purchase one on their own. All student accounts will be charged annually for the use of a Packer laptop.
- Families are responsible for paying the annual laptop charge.
- Additional costs for accidental damage or loss of a laptop will automatically be billed to student accounts. (see above)
- Packer’s student [Acceptable Use Policy](#) is available on the Packer website.
- All Packer laptops are provided with a case. Replacement cases are provided on request.
- Students are welcome to customize the look of their Packer laptop with a custom case, made for their model of laptop.
- **Stickers must be applied to CASES ONLY -- never to the laptop itself.**

This policy is subject to change updates and may be updated at any time.