

## STUDENT LAPTOP USER AGREEMENT (LUA)

### Please read this entire section carefully.

This agreement is made effective upon receipt of device, between Briarcrest Christian School ("Briarcrest"), the student receiving a laptop, and the student's parent(s) or legal guardian. The student and parent(s), in consideration of being provided with a laptop, software, and related materials (the "device") for use while the student is enrolled at Briarcrest, hereby agree as follows:

### 1. EQUIPMENT

- 1.1. **Ownership:** Briarcrest retains sole right of ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document and the Responsible Use Policy. Moreover, Briarcrest administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- 1.2. **Substitution of Equipment:** In the event the device is inoperable, Briarcrest has a limited number of spare laptops for use while the device is repaired or replaced. This agreement remains in effect for such a substitute. The student may not opt to keep a broken device or to avoid using the device due to loss or damage. If the student forgets to bring his/her operable device or a power adapter to school, a substitute will be available.
- 1.3. **Responsibility for Electronic Data:** The student is solely responsible for any non-Briarcrest installed software and for any data stored on the device. It is the sole responsibility of the student to backup all data as necessary. Briarcrest does not accept responsibility for loss of any such data or for the student's own software. Briarcrest recommends that the student stores all school related information in the Briarcrest provided Google Drive account. Students may also choose to backup their data to an external hard drive.

### 2. CUSTOMIZATIONS

- 2.1. The Student *is prohibited*
  - 2.1.1. From adding, removing, or altering files outside the user's directory on the assigned device unless authorized by the Technology Department. The user's directory is considered /users/john.doe where john.doe is the username of the student.
  - 2.1.2. From covering, removing, or altering the asset tags that are placed on the device.
- 2.2. The Student *is permitted*
  - 2.2.1. To install applications on the assigned device so long as he/she legally owns and installs it in accordance with a license agreement, and that the software installation does not require administrator level permission. Any software that the student knows or should know may cause system problems to the device is prohibited. We strongly suggest that the student minimize additional installations. If installed applications cause system errors, the device will be restored to the original settings, and everything added to the system by the student will be erased. Furthermore, Briarcrest will periodically conduct maintenance that may require the student to re-install all non-Briarcrest issued software and files. Note: the software originally installed by Briarcrest must remain on the device at all times.
  - 2.2.2. If software that is needed for classwork requires administrative permissions to install, the student should contact Briarcrest Tech Support for assistance.

### 3. DAMAGE OR LOSS OF EQUIPMENT

- 3.1. **Warranty for Equipment Defects:** Briarcrest has purchased a three-year manufacturer's warranty (AppleCare+) covering parts and labor and some accidental damage. Families incur no additional charges for manufacturer defects cover under the warranty.
- 3.2. **Responsibility for Damage:** The student is responsible for maintaining a fully working device at all times. The student shall use reasonable care to ensure that the device is not damaged. Refer to the Laptop Care Guide for a description of expected care. Where the damage occurs (on campus or off campus) does not affect the application of these policies.
  - 3.2.1. The repair fee will be \$100 for the first two accidental damages per school year. Any subsequent damage in that year will incur the \$100 fee plus all additional cost for parts and or service. In the event of a third damage incident a meeting may be required with parent(s) and school administration.
- 3.3. **Repair Procedure:** In order to have the device repaired, the student will take the device to the Briarcrest Tech Support office. Under no circumstance should the student take the device to a third party repair location, including the

Apple Store. The device will be assessed, and if further repair is required, a loaner device will be issued to the student. The student's device will be repaired in-house or sent out for repair. Tech Support will e-mail the student's parent(s) to inform them that a repair is being performed and amount of the repair fee. Once the device is ready to be picked up, an e-mail will be sent to the student. After this notice is sent, the student will have four business days to exchange the loaner device for his/her own. All fees associated with the repair will be billed through FACTS.

- 3.4. **Technical Support and Repair:** Briarcrest will make technical support, maintenance, and repair available at the Tech Support Office located in Sparks Chapel. Additional support assistance will be available at varying times during school days in the Middle School and High School libraries.
- 3.5. **Gross Negligence:** Briarcrest reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:
  - 3.5.1. Using the device in an unsafe manner
  - 3.5.2. Deliberately neglecting the device
- 3.6. **Responsibility for Loss:** In the event the device is lost or stolen, the damage repair deductible (shown in 3.2) will apply. A student may only have one device replaced as a result of either being lost or stolen in a three-year period. After this one insurance claim is utilized in a three-year period, any further replacements will be assessed at the full replacement cost of the device. Where the loss or theft occurs (on campus or off campus) does not affect the application of these policies.
- 3.7. **Actions Required in the Event of Damage or Loss:** If the device is damaged or lost, the student must report the problem immediately to the Briarcrest Tech Support. If lost, Briarcrest requires that the student and parent complete and sign a statement fully describing the circumstances of the loss within 5 business days of the incident. If stolen, Briarcrest will require the student/parent to file a police report, a copy of which shall be provided to Briarcrest within 5 business days of the incident.

#### 4. RESPONSIBILITY FOR PROPERTY

- 4.1. Students are responsible for maintaining a fully working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen, or damaged.

Such care includes:

  - 4.1.1. Not leaving equipment in an unlocked car or unlocked home.
  - 4.1.2. Not leaving equipment unattended or unlocked while at school or elsewhere.
  - 4.1.3. Not lending equipment to anyone except a parent or guardian.
  - 4.1.4. Not using equipment in an unsafe environment.
- 4.2. Students must do their best to keep the device secured at all times. Unattended devices found in hallways or other locations on campus may be confiscated by faculty or staff as a protection against theft. If the device is confiscated, the student will receive a warning and/or disciplinary action before getting the device back.

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By signing the Student Laptop Acknowledgement Form, you indicate that you have read this document and agree to its stated conditions.