



**Mobile Learning Program  
KH and MSG Grade 6  
LAPTOP AGREEMENT FORM  
2024-2025**

Students in Grade 6 at the Academy of the Sacred Heart will be issued school-owned laptops for use at school and home. This document constitutes an agreement between Academy of the Sacred Heart (“the Academy”), students, and their parents/guardians in relation to these laptops.

**Equipment Subject to Agreement:**

- One Lenovo 300w Gen 4
- One Lenovo Stylus
- One Lenovo AC Adapter with Power Cord
- One Carrying Case

**Ownership of the Equipment:** The Academy retains sole ownership rights to the equipment. The equipment is LOANED (much like a textbook) to a student for educational purposes for the academic year. Moreover, Academy staff members retain the right to collect and/or inspect the equipment at any time.

**Term of Equipment Use:** The student shall return all equipment itemized above in good operating condition to the IT Helpdesk at the end of the school year or immediately in the event the student is no longer enrolled at the Academy. Furthermore, the Academy may require the student to return the equipment at any time for any reason.

**Use of Equipment:** The primary use of the equipment by the student is for his/her educational program. The student may use the equipment for other purposes if the use abides by the [KH/MSG Technology Appropriate Use Policy](#).

**Care of Equipment:** Students are expected to keep the equipment in good working condition. Students are to follow these proper care guidelines.

- Laptops must be carried and transported appropriately. Laptops should be carried in their cases to and from school and in between class periods. Other times, two hands should be used when transporting a laptop from one location to another.
- No food or drink should be in the immediate vicinity of a laptop. Laptops should not be used during school lunch periods.
- Students may not put personal stickers or deface laptops or carrying cases.
- Students may not borrow or lend laptops. Each device is configured for the assigned student.
- Students are to charge their laptops at home before coming to school.
- Students must never leave the equipment in an unsecured location.
- Students are to keep passwords secure and only share passwords with their parents and school personnel.
- Students are to never alter the management settings on the laptops nor install additional software.

**Internet Use:** Outside of the Academy, parents accept the responsibility for the same guidance of Internet use as they exercise with other technology information sources.

**Equipment Damage:** If the machine issued to a student becomes damaged, the student must immediately report the incident to the school's IT Helpdesk located in the Upper School Art Room (Room 224). The student may ask his or her advisor to help report the incident. The laptop will be repaired and the family will be charged a \$82 deductible for the incident.

**Equipment Loss/Theft:** The school has no coverage on the equipment for loss or theft. Families assume all risks of loss for the equipment. Theft insurance may be purchased from a third party. ([Worthavegroup.com](http://Worthavegroup.com) does insure K12 laptops against theft for a low cost.) The cost of replacing equipment is provided below. If you need to replace one of these items, please submit a helpdesk ticket. ([ithelpdesk@ashmi.org](mailto:ithelpdesk@ashmi.org))

**Equipment Replacement Cost:**

Complete Equipment Replacement	\$575.00
Replacement Stylus	\$39.00
Replacement Charger	\$49.00
Replacement Case and Strap	\$30.00
Replacement Strap Only	\$8.00

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*As the student, I will take safe care of the equipment and report any damage to IT Helpdesk as outlined in this agreement. I understand violations of this agreement may result in the loss of my laptop privilege.*

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_