Student Laptop Program

The College Prep Student Laptop Program aims to do the following:

- To enhance learning experiences in and out of the classroom.
- To prepare students for the digital reality of the 21st century.
- To provide the same platform and tools to all students and assure equity of access.
- To enable easy cooperation on projects and communication between teachers and students.
- To ensure school-provided support of machines.

In the 2018-2019 school year, all students will be equipped with MacBook Pros, imaged with a standard set of tools and software. The school will take advantage of bulk-purchase contracts to procure hardware, software, protective cases, extended warranties, and back-up equipment for all incoming freshmen. The costs of the program (hardware, software, warranties, and support) will be spread over four years and families will pay an annual technology fee (estimated now at up to $580/year). Financial aid for this fee will apply to all families who qualify. When the student graduates, the student has the option of retaining the computer.

The details and expectations of the program, as well as the requirements for those who opt out of the program, are described in the following parts of this document:

1. Laptop Computer Use Agreement
2. Standards of Proper Care for a School-Owned Laptop
3. Insurance Options for Laptops
4. Laptop Program Opt-Out Requirements
5. Laptop Program Agreement

Please read this entire document carefully as your family will be bound by its conditions.

The last page of this document must be signed, with your intent to either opt in or out of the program, and returned to The College Preparatory School by June 1, 2018.
1. Laptop Computer Use Agreement

This section defines an agreement between The College Preparatory School (“College Prep” or “the School”), the student receiving the laptop (“Student”), and his/her/their parent(s) or legal guardian(s) (“Parent”). The Student and Parent, in consideration of receiving a laptop computer of a specified configuration, software, and related materials (the “Computer”) for use while a student at College Prep, hereby agree to the following:

● **Equipment**

  ○ **Ownership:** College Prep 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. Moreover, College Prep administration retains the right to collect and/or inspect the Computer at any time while on campus, including via electronic remote access; and to alter, add, or delete installed software or hardware.

  ○ **Transfer of Ownership:** The Student will have the option to purchase the assigned Computer for a fee commensurate with the years of paid laptop fees at the conclusion of the Student’s enrollment at College Prep. Students will be able to purchase the assigned computer for $1 upon graduation.

  ○ **Equipment Provided:** It is the intention of College Prep that all students in a given class year will be provided with the same equipment. In addition to the Computer (configuration described below), each student will be given a laptop case, an external hard-drive for home backup, and applicable software.

    ■ Latest Apple 13” Macbook Pro. Specs as of 4/2018: 2.3 gHz dual-core 7th generation Intel Core i5 processor, Intel Iris Graphics 640, 256GB SSD, 8GB RAM, 720p Facetime HD Camera

  ○ **Software:** The standard laptop image includes Microsoft Office (latest version), Apple Suite (Pages, Numbers, Keynote, iPhoto, iMovie, GarageBand), Google Chrome / Mozilla Firefox, Audacity, Adobe Creative Cloud, SMART Notebook & drivers, and more!

  ○ **Use of Equipment:** A student must bring the assigned Computer, or its designated substitute, to school every day. The computer must be fully charged and in working order.

  ○ **Substitution of Equipment:** In the event the Computer is inoperable, College Prep has a limited number of spare laptops for use while the Computer is being repaired or replaced. This agreement remains in effect during such a substitution period.

  ○ **Responsibility for Electronic Data:** The Student bears full responsibility for any software that College Prep does not install, as well as for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. For exactly this purpose, College Prep supplies to the Student an external hard disk drive, but **College Prep does not accept any responsibility for maintaining up-to-date backups of Student data or software.** You will be responsible for replacing lost or damaged backup drives.

● **Damage or Loss of Equipment**

  ○ **Warranty for Equipment Malfunction:** College Prep has purchased a four-year manufacturer’s warranty covering parts and labor. The warranty covers only manufacturer’s defects. Families incur no additional charges for repairs covered by warranty, and the School will process warranty claims.

  ○ **Responsibility for Damage:** The Student is responsible for maintaining a fully functioning computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the **Standards for Proper Care** section below for a description of expected maintenance and repair procedures. In the event of damage that is not covered by the manufacturer’s warranty, the Student and Parent will be billed the full cost of repair.
College Prep reserves the right to charge the Student and Parent the full cost of replacement when damage or loss occurs because of gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked, even on campus.
- Lending equipment to others.
- Using or leaving equipment in an unsafe environment.
- Using equipment in an unsafe manner.

Assistance is available for Financial Aid families to help cover repair and replacement costs.

See *Standards of Proper Care* for guidelines on proper use.

- **Responsibility for Loss:** In the event that the Computer is lost or stolen, the Student and Parent will be billed the full cost of replacement. Families may pursue insurance on their own and should review the *Laptop Insurance Options* (p. 6) before indicating their insurance choice (p. 8).

- **Actions Required in the Event of Damage or Loss:** The Student must report problems immediately to the Director of Technology Operations or the Technology Coordinator. If the computer is stolen or vandalized while not at College Prep or a school-sponsored event, the Parent shall file a police report.

- **Technical Support and Repair:** In support of the Computer and the Student, College Prep will make technical support, maintenance, and repair available whenever the Technology Office is open (in general, from 8am to 5pm Monday through Friday).

- **Legal and Ethical Use Policies**

  - **Legal and Ethical Use:** Use of the Computer carries with it the obligation to abide by all aspects of the School’s *Acceptable Use Policy* which is included in the School Handbook and is signed by parents online via the Parent Portal.

  - **Monitoring:** College Prep is able to monitor Computer use via on-campus electronic remote access to ensure compliance with College Prep’s *Acceptable Use Policy*.

  - **Allowable Customizations:**
    - The Student is permitted to alter or add files to customize the assigned Computer to his/her own working styles.
    - The Student is permitted to install software on the assigned Computer so long as it is legally owned and installed as per a license agreement, except any software known to cause problems to the Computer AND excepting any software forbidden by the *Acceptable Use Policy*. We strongly recommend that students keep external installations to a minimum, since the Computer will be restored to its original configuration in the event that any operational problems occur. Also, College Prep will occasionally conduct maintenance that will require the Student to reinstall or reconfigure any customizations. For that reason, students are advised to keep a backup of any software they install.

- **Duration of Agreement**

  - To complete your enrollment at College Prep, a signed page 8 of this document, indicating your opt in or opt out status, must be returned to the school by **June 1, 2018**.
  - In signing this agreement the Parent agrees to pay the invoiced laptop fee each school year for the duration of the Student’s career at College Prep.
  - In consideration of the fact that a laptop was purchased for the express use of the Student, a family may not opt out of the Laptop Program once they have enrolled in it.
2. Standards of Proper Care for a School-Owned Laptop

Read this section carefully. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned computer. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility for any subsequent damage. Following the standards below will help ensure a computer that runs smoothly and functions as a reliable, useful, and enjoyable tool.

Your Responsibilities

● Treat this equipment as if it were your own. You are financially responsible for it.
● Adhere to the standards of care outlined in this document.
● Ensure that the computer is brought to school each school day, with its battery fully charged. (A substitute laptop will NOT be provided. If you forget yours, a charger will NOT be made available to you.)
● Keep the computer either locked (i.e., locked in your school locker, home, or other secure place where others do not have access) or in your care (with you or within your sight) at all times. For example, during athletic events, games, practices, or trips, store the computer in your school locker or in a locked classroom or faculty office. Arrange to return to school to retrieve it after the activity.
● Laptops left in bags and backpacks, or in unlocked classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unsecured equipment, if stolen—even at school—will be your full financial responsibility.
● Avoid use in situations that risk loss, theft, or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car unless it is in a locked trunk and the computer has been placed there before arriving at your destination.
● Do not let anyone use the computer other than your parents. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
● Adhere to the Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Dean of Students or a member of the technology staff.
● Backup your data. Never consider any electronic information safe if it is stored on only one device. Use your school-provided external backup drive on a regular basis. Establish a routine at home – preferably nightly. Smaller files may be backed up using your College Prep e-mail account.
● Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems:

● Promptly report any problems to the Technology Department. When in doubt, ask for help.
● Don’t force anything (e.g. connections, headphone jacks, charging cables, popped-off keys); seek help instead.

General Care:

● Shut down the computer once per day. Computers require system resets that can only be achieved by shutting down. Simply closing the lid or putting the computer into Sleep mode is not sufficient.
● Install Software Updates when prompted by the computer since they ensure that both your software and hardware will continue to perform optimally.
● Do not attempt to remove, change, or dismantle the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
● Do not remove or interfere with the serial number or any identification placed on the computer. This includes removing the bar code stickers or name stickers.
● Do not do anything to the computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
● Keep the equipment clean. For example, don’t eat or drink while using the computer. Liquid spilling onto the keyboard and into the laptop is a common problem which is not covered under warranty.
Carrying the Computer

- Always completely close the computer lid before moving it, even for short distances. Movement while the computer lid is open can result in serious hardware damage in the event of a drop. Hold the computer in both hands or place in the school-provided laptop case with lid fully closed before moving to your next destination.
- Always store the computer in the laptop case provided. NEVER store it in your backpack without the case—pressure from books can damage the screen, hinges and internal components. Note: Do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself, as this may damage the screen.
- Do not grab and squeeze the computer, as this can damage the screen and other components.
- Never grip the computer by its display; this can cause loose or broken hinges.

Screen Care

- The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over $700 to replace. Screens are particularly sensitive to damage from excessive pressure. Do not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Clean the screen only with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. Cleaning materials are available upon request from the Technology Department. Screen cleaners work well on keyboards, too.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a charging routine at home.
- Avoid using the charger in any situation where you or another may trip over the cord.
- Close the lid of the computer when it is not in use to save battery life and protect the screen.
- You will be responsible for replacing lost or damaged power cords.

Personal Health and Safety

- Do not use the laptop while riding on mass transit or in other highly public spaces where a thief could quickly escape with the laptop.
- Avoid extended use of the computer while it rests directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing connected to the power adapter, due to increased heat production.
- Avoid repetitive tasks for lengthy periods. Take frequent breaks and alter your physical position to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at elbow-level.
- Read the safety warnings included in the Apple user guide.

3. Insurance Options for Laptops

The laptop supplied to you by College Prep represents a significant financial investment. It is important that each family consider how they will protect that investment. After all, having a laptop to use at school and at home is a critical part of your student’s education and it must be in good working order for the next four years!

All laptops are covered by a manufacturer’s extended 4-year warranty (AppleCare). **This warranty covers manufacturer’s defects and normal wear and tear of the laptop (i.e. malfunctioning hardware, defective screen, etc.).**
All other major repair or replacement costs not covered by AppleCare are the family’s responsibility, as detailed in the Laptop Computer Use Agreement section above. This includes, but is not limited to, accidental damage from liquid spills, drops, falls, collisions, theft, loss, vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to or loss of batteries, power adapters and laptop cases. We are asking that you consider this financial obligation and decide on the insurance plan that works best for you.

We highly recommend purchasing a laptop insurance policy to cover accidental damage not covered by the AppleCare warranty. We partner with Safeware Insurance Agency, the nation’s largest provider of specialized insurance programs, to offer a comprehensive policy with a $0 deductible and a premium price of around $135/year. You are welcome to purchase a Safeware policy, add a laptop insurance policy with your current homeowner’s/renter’s insurance, or self-insure.

Be sure to indicate your decision regarding insurance at the end of this document. If you opt to purchase an insurance policy, the recommended effective date should be August 16, 2018, which is when New Student Laptop Orientation takes place. Replacement cost should be valued at $1,500.

4. Laptop Program Opt-Out Requirements

This section is only necessary for families that wish to opt-out of the College Prep Laptop Program. Please read this entire section carefully before choosing to opt-out. Your family will be bound by its conditions.

The College Prep Laptop Program is based upon a school-owned Apple computer. College Prep students must bring an Apple laptop to school every day. Purchasing in bulk, the school is able to negotiate very competitive prices for both hardware and software, and this shared computing platform makes for simplified instruction and support. However, we recognize that some families may have access to even greater savings or that some may want alternate configurations to pursue outside interests. In these few cases, families can opt-out of the program and purchase their own Apple laptop, abiding by the stipulations of this opt-out agreement:

- The student must bring a working computer to school every day and comply with the strictures of the school’s Acceptable Use Policy.
- The Technology Department will create an administrative account on the computer, and the family must maintain this administrative account to which the Technology Department will have sole access.
- The computer must be a fully functioning Apple laptop, approved by the Technology Department, with the following minimum requirements:
  - 2.0 GHz Intel core i5 processor, 8GB RAM
  - To exist harmoniously in the classroom with school-owned laptops, the following software must be purchased and/or installed:
    - Adobe Creative Cloud ($400+ per year)
    - Apple software: Pages, Numbers, Keynote, iPhoto, iMovie, GarageBand, iBooks, and iBooks Author
    - Audacity
    - Microsoft Office 2016
    - Mozilla Firefox and Google Chrome
    - SMART Notebook & drivers
  NOTE: Other software may be required in the future that opt-out families will be responsible for purchasing and installing.
- The student must have an external hard drive for data backup with a storage capacity greater than or equivalent to the laptop’s internal drive. We also recommend headphones and an 8GB flash drive.
- A Technology fee of $110 per year will be charged to cover the network infrastructure, loaner pool costs and additional setup by the Tech Department. This fee does not cover software costs.

1 This must be the “root” account on the machine, an account that cannot be disabled by any other machine administrator.
Families agree to take primary responsibility for the support of the laptop. The Technology Department will help as they can with basic troubleshooting, but the family will be responsible for the cost and execution of the repairs. In seeking the support of the Technology Department, the family agrees to hold the Department blameless for any damage to the machine.

If a student’s machine is down for repair, opt-out families are entitled to the use of a loaner laptop. After seven days\(^2\) of borrowing a loaner, an additional usage fee of $25 per day will apply.

A family should only consider this option if they a) stand to save significantly by purchasing on their own, b) are prepared to support and manage the laptop, and c) are committed to maintaining this position for the duration of the student’s enrollment at The College Preparatory School. If you choose to opt out of the Student Laptop Program, please indicate your selection and sign at the end of this document.

\(^2\) This is the maximum amount of time that it would take the Technology Department to complete in-warranty repairs.
5. Student Laptop Program Agreement

Student Name: ______________________________   Graduation Year: ____________

Please indicate whether you will opt in or out of the Student Laptop Program below.

A. OPT-IN. We have carefully read all sections of this Student Laptop Program document and choose to OPT IN to The College Preparatory School Student Laptop Program. We agree to its terms and conditions.

Laptop Insurance
We highly recommend purchasing a laptop insurance policy to cover accidental damage not covered by the Applecare warranty. We partner with Safeware Insurance Agency, the nation's largest provider of specialized insurance programs, to offer a comprehensive policy for around $110/per year. You are welcome to purchase a Safeware policy, add a laptop insurance policy with your current homeowner’s/renter’s insurance, or self-insure.

Please select ONE of the insurance options listed below:

- I will purchase laptop insurance. A custom College Prep Safeware enrollment portal will be available in August. Stay tuned for more details. In the meantime, more information about Safeware and the services they provide can be found at www.safeware.com.

- I will add the laptop to Homeowner’s / Renter’s Insurance. A rider will be added to include the student laptop in the family’s Homeowner’s or Renter’s policy. Most insurance policies have a “Content Replacement” coverage that covers damage or loss for items within the household. Check with your insurance provider to learn more before selecting this option.

- I opt to self-Insure and pay the full replacement cost. We realize that we will incur the full replacement cost if the laptop is lost, stolen, or damaged in a way that AppleCare will not cover. This choice is not recommended.

OR

B. OPT-OUT. We have carefully read the entire document, including the Laptop Program Opt-Out Requirements section and agree to adhere to its stipulations. By opting out of the school purchase plan at this time, I recognize that I will be responsible for abiding by its terms for the duration of the Student’s career at College Prep. Further, as part of this agreement, I agree to pay all of the fees described in this document.

Note: Opt-out families are responsible for their own insurance.

Parent Signature: ____________________   Print Parent Name: ____________________   Date: ____________

Return this page to The College Preparatory School by June 1, 2018 via mail [6100 Broadway, Oakland, CA 94618], email [amitis@college-prep.org], or fax [510-652-7467].