

# Westbury Christian School Laptop Distribution and Care Policy

## **General Information**

WCS is providing a MacBook Air 13" computer, power brick, extension cord, and Speck case, hereafter referred to as laptop(s), for educational use at school and at home to students in grades 8-12. This is a lease program and its costs are included in tuition. The laptops are the property of Apple, Inc. and as such should be treated with the highest level of care. WCS requires the student to supply an appropriate backpack or carrying bag that is designed to safely carry the laptop to and from school, and from class to class.

A laptop is issued to the student at the beginning of a new school year for that current year and is to be turned in at the end of the year. The laptop will be stored at school over summer breaks. Failure to return the laptop will result in the student's account being billed for the replacement cost of the laptop. It is an educational device to be used for educational activities only. The Apple, Inc. Lease Agreement allows no personal use.

WCS will have each laptop loaded with all required applications needed for use in the classroom. Data stored on the laptop (documents, notes, etc.) is the responsibility of the student. At school students may use their WCS network user folder to back up their important data, but at school and at home they are encouraged to use their school supplied Google Apps or School Web Lockers space to save their work. In the event of a problem with the laptop, the required applications will be restored to the laptop. WCS will not back up or restore student data saved on the laptop.

For the purpose of assuring compliance with the Apple, Inc. Lease Agreement and/or the Network/Internet Acceptable Use Policy (AUP), WCS reserves the right, in its sole discretion, to collect and examine any laptop issued to a student at any time. WCS also reserves the right to remotely inspect laptops to ensure compliance with established agreements.

Any attempts to "jailbreak" or "root" a laptop, adding unauthorized software, bypassing security or any violation of the terms of this document and/or the WCS AUP will result in the appropriate repair/replacement charge being charged to the student's account, as well as appropriate disciplinary consequences, up to and including expulsion.

If the student experiences any trouble with their laptop, it must be taken to the WCS Technology Department. If the laptop must be kept for repair work, every effort will be made to provide a loaner laptop to do schoolwork for which a computer is required. This loaner laptop will be covered under this policy to the same extent as if it were the originally issued laptop.

If a student loses their assigned/loaner laptop, or the laptop is stolen, the student must report the loss as soon as possible to the Tech Department. The family must then make arrangements to pay the technology replacement fee within one week of the reported loss.

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## **End User Responsible Care Agreement**

- Students will use the laptop, whether on campus or elsewhere, exclusively for educational purposes and assigned work. No personal use is allowed. No one else may use the computer for any purpose.
- Students will not use the laptop in a way that violates the student handbook. This includes inappropriate language, cheating, harassment, bullying, or promotion of illegal drug/alcohol use.
- Students will not provide their account passwords, including, without limitation, Google Apps, the WCS network, RenWeb, or other services, to anyone other than the WCS technology staff.
- Students will arrive on campus each morning with their laptops fully charged and ready for use. The laptop must not be allowed to fully discharge its battery.
- Students will use the school-supplied Speck case at all times. While nothing can be adhered to the computer or the power brick or placed between the computer and the case, students may apply stickers or other decorations to the outside of the Speck case.
- Students must carry their laptop in an appropriate backpack or carrying bag that is designed to protect the laptop while being carried to and from school and from class to class.
- Students will not change or circumvent any school-defined settings or remove school-installed software from the laptop or any other technology equipment.
- Students are responsible for storing their laptop securely in their lockers at all times when not in use or under their own direct supervision. DO NOT share your locker combination with any other students! If your laptop is stolen from a locker, you will be responsible for its replacement cost.
- Students are to care for their laptop and respect its value; the cost of repairing the damage from negligence will be billed to the student's account.
- Students will comply with intellectual property and copyright laws and all other applicable laws whenever they are using digital or print media.
- Violation of the terms of this Care Agreement or the AUP may result in financial penalties and/ or disciplinary action.

## **Warranty**

Westbury Christian School laptops are protected through Apple Care. Apple Care is the basic warranty against laptop malfunction and battery failure. If the laptop's hardware and/or installed software is damaged in a way that is not covered by this warranty as a result of the student's improper actions and/or inactions, as determined in the sole discretion of the school, the student's account will be billed for all of the costs of repair and/or replacement.

Can private insurance be obtained?

Yes, students or parents may obtain insurance through third parties for their laptops if they choose to do so. One such third party provider is a company

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named Safeware, Inc.

## Submitting a Claim?

A damaged or malfunctioning laptop must be submitted to the WCS Technology Department. The Technology Department will assess the problem, and determine, in its sole discretion, whether the problem is covered by Apple Care or the repair cost will be charged to the student's account. Students may be given a loaner laptop while they await repair or replacement, if necessary and available. All terms of use also apply to the loaner laptop. Charges for repairs/loss/theft will be billed to the student's account and payable according to payment terms stated in the Enrollment Contract.

## **SUPPORT**

- Students who experience hardware or software problems will have their laptops serviced by the Tech Department. The tech office will be staffed from 7:00am to 7:40am and from 3:25pm to 3:45pm on regular school days for general help such as password changes or installation of a home printer driver. Other help will be provided as necessary.
- Students should never take their laptops to an Apple store or other place for service, including warranty (Apple Care) service. All service must be conducted through the WCS Tech Department.
- Questions outside of normal service hours can be sent to [helpdesk@westburychristian.org](mailto:helpdesk@westburychristian.org).
- Every effort will be made to provide a loaner laptop to do schoolwork for which a laptop is required.
- Loaner laptops are bound by the same rules and covered under the same agreements as the original laptop, and all obligations will still be in force as if it were the original laptop.

## **Privacy and Personal Rights**

- All users of the school's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's data, programs, or other files without the permission of WCS's Technology Department.
- Be professional and respectful when using the laptop to communicate with others. The use of the laptop to libel, slander, or harass any other person, including cyber-bullying, is not allowed and will result in school discipline, as well as potentially resulting in legal action by those who are the recipient of these inappropriate actions.

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While the school does occasionally and reasonably monitor and limit the content of information transmitted on the campus network in its sole discretion, it also reserves the right to access and review such information whenever necessary and/or desirable in the sole discretion of the School. Such investigations might include, without limitation, investigating performance deviations and system problems, determining if an individual is in violation of this policy, the AUP, or, as may be necessary, to ensure that WCS is not subject to claims of institutional misconduct.

## **Changes to This Policy**

WCS reserves the right to change this policy at any time. A user's continued use of the laptop after any changes are published binds the user to the revised policy.