

# Laptop Computer Use Agreement

This agreement is made effective upon receipt of computer, between Canadian Academy ('CA'), the student receiving a laptop ('Student'), and his/her parent(s) or legal guardian ('Parent'). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the 'computer') for use while a student is enrolled at CA, hereby agree as follows:

## Equipment

- Ownership:** CA retains sole right of possession of the computer and grants permission to the Student and Parents to use the computer according to the guidelines set forth in this document. CA administrative staff retain the right to collect and/or inspect the computer at any time.
- Equipment Provided:** All computers offered by CA will include a CA licensed productivity software suite, power source (charger), and a laptop cover. CA will retain records of the serial numbers of provided equipment.
- Substitution of Equipment:** In the event the computer is inoperable, CA has a limited number of spare laptops for use while the computer is repaired or replaced. This agreement remains in effect for such a substitute.
- Responsibility for Electronic Data:**
  - The student is responsible for ensuring that existing software remain on the computer.
  - Teacher permission must be granted before downloading new software.
- Charging:** Student computers are to be fully charged prior to each school day at the home of the student. Charging locations will be provided at the School but should be secondary to home charging.

## Damage or Loss of Equipment

- Warranty for equipment malfunction:** Apple provides a one-year AppleCare Warranty covering parts and labor. The warranty only covers damage to the computer caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty. Under this arrangement, when all AppleCare warranties for repairs have expired, Canadian Academy (CA) will continue to cover the same repairs, i.e. manufacturer related defects, as AppleCare covered on a loaned computer. Families will incur no additional charges for these repairs
- Responsibility for damage:** The Student is responsible for maintaining a 100 percent working computer at all times. The Student shall use reasonable care to ensure that the computer is not damaged. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:
  - First incident – up to ¥20,000
  - Second incident – up to ¥40,000
  - Third incident – up to full cost of repair or replacement
- CA 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:
  - Leaving equipment unattended including damage or loss while at school.
  - Lending equipment to others other than one's parents/guardians.
  - Using equipment in an unsafe environment.
  - Using the equipment in an unsafe manner.
- Responsibility for loss:** In the event the computer is lost or stolen, the Student and Parent will be billed the full cost of replacement. (Note: Families may pursue insurance on their own.)
- In the event of damage/loss or need for technical support/repair, report the problem immediately to the classroom teacher.

## Legal and Ethical Use Policies

All aspects of CA's Responsible Use Policy (RUP) remain in effect.

# Computer Responsible Use Policy

## Belief Statement

Canadian Academy maintains a strong commitment to preparing students to use information and communication technology (ICT) in a positive and productive manner. The school encourages the ethical use of ICT to support curriculum and productivity both inside and outside the classroom.

## Responsible Use Policy through the IB Learner Profile

Developed through the IB Learner Profile, this Responsible Use Policy inspires students to be effective contributing members of our digital community.

- **Inquirer:** I will use technology to guide and support my inquiry.
- **Knowledgeable:** I will be knowledgeable about how to best use effectively, appropriately and safely use technology for academic and personal purpose.
- **Thinker:** I will think critically when using technology to find and share information.
- **Communicator:** I will use a variety of technology tools to communicate effectively and creatively. I will use technology to collaborate with others, both locally and globally.
- **Principled:** I will use technology with integrity and honesty, with respect for myself and others. I will take responsibility for my use of technology as well as the accompanying consequences.
- **Open Minded:** I will use technology to grow as an open-minded individual, seeking out, appreciating and evaluating the perspectives and values of others with respect while reflecting on my personal culture and experience.
- **Caring:** I will care for myself, others and technology equipment. I will use technology to make a positive difference in my life and the lives of others.
- **Risk Taker:** I will use technology to explore new roles, ideas and strategies with courage and forethought.
- **Balanced:** I will balance my use of technology for academic, social and personal purposes.
- **Reflective:** I will give thoughtful consideration to my use of technology, reflecting and my strengths and limitations in order to improve my skills and my digital presence.

## PYP Student Agreements

### Inquirer

- I will use effective search strategies when conducting my inquiry.
- I will use search engines shared with my by my teacher and will use safe search settings when these are available.
- I will follow classroom expectations when posting and sharing my work and will share information that I have discussed with my teacher or parent.

### Knowledgeable

- I will follow my school's guidelines for using digital devices and use hardware and software in the manner for which it is intended.
- I will use only my personal information and passwords.

### Thinker

- I will not post personal information about myself or my peers online.

### Communicator

- I will use words and language that reflect the learner profile.
- I will communicate with my teacher when I am unsure of how to use the technology at hand.

### Principled

- I will behave online in a way that represents myself and my school positively.
- I will source information appropriately and respect others intellectual property rights.
- I will report to an adult if I come across any information that makes me or my peers uncomfortable.

### Open Minded

- I will respect the rights and views of others.
- I will encourage tolerance and acceptance in digital environments.

### Caring

- I will contribute positively to online communities.

- I will be responsible with all the digital devices I use.
- I will only print when it's absolutely necessary.

**Risk Taker**

- I will be open to using technology to enhance my learning.
- I will be open to sharing my creations with others.
- I will remind others of the RUP agreements when needed.

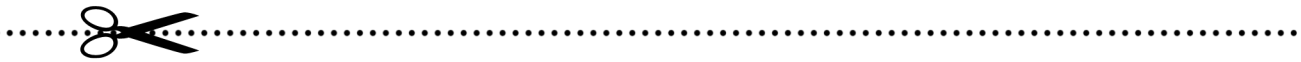
**Balanced**

- I will only go online at school for school work and when a supervising adult is present.
- I will use technology only during the designated times set by my school.
- I will communicate with my parents about how I use technology.

**Reflective**

- I will reflect on my limitations as a technology user and pursue learning formally and informally to improve as a user of technology user.
- I will reflect on how I can meet the agreements put forth in this responsible use policy.

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# ES Laptop Computer Use Agreement

Please check the boxes, sign and return this slip:

We have read and agree with this Elementary School Laptop computer Use Agreement.

Parents please check this box if your child is allowed to take home their computer. This is recommended but is subject to your approval.

**Student's name** (please print):

**Student's signature and date:**

**Parent's (or guardian's) signature and date:**

**Home Room Teacher's signature and date:**

