

2010-11 LAPTOP COMPUTER USE AGREEMENT

Please read this entire document carefully.

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 at CA, hereby agree as follows:

1. Equipment

1. Ownership: CA 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, CA administrative staff retain the right to collect and/or inspect the Computer at any time, after informing Parents. Alterations, additions or deletions of installed software or hardware, will be carried out only after informing Parents of changes.
2. Cost of Ownership: The Parent will have the option to purchase the assigned Computer for a fee commensurate with the years of paid laptop fees at the conclusion of its expected service cycle.
 - Parents purchasing a new laptop from the school - Parents will pay ¥50,000 per year for three years, which includes warranty and insurance for the 3 year period (¥150,000 in total). Ownership will be transferred to the Parents at no charge at the beginning of the 4th year of use. If the Student leaves the school before 3 years then the Parent will have the option to either return the Computer or to purchase it by paying an additional ¥60,000 after the first year of payment (¥110,000 in total), or an additional ¥30,000 after the 2nd year of payment (¥130,000 in total). When ownership is transferred, the computer will be reimaged and all CA owned software removed.
 - Parents purchasing a used laptop from the school - Parents will pay ¥30,000 per year for two years, which includes warranty and insurance for the 2 year period (¥60,000 in total). Ownership will be transferred to the Parent at no charge at the beginning of the 3rd year of use. If the Student leaves the school before the 2nd year payment then the Parent will have the option to either return the Computer or to purchase it by paying ¥30,000. When ownership is transferred, the computer will be reimaged and all CA owned software removed.
3. Equipment Provided: All computers offered by CA will include a CA licensed productivity software suite, external hard-drive for home back-up, and a laptop cover. CA will retain records of the serial numbers of provided equipment.
4. 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. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage.
5. Responsibility for Electronic Data: The Student is solely responsible for any non-CA installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. CA provides a means for backup along with directions, but CA does not accept responsibility for any such files or software, or any failure of the backup hard drive.
6. 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.

2. Damage or Loss of Equipment

1. Warranty for Equipment Malfunction:
CA provides a three-year 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.
2. 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
3. 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 and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop 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.

4. 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.)
 5. Actions Required in the Event of Damage or Loss:
Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at CA or at a CA sponsored event, the Parent shall file a police report.
 6. Technical Support and Repair:
CA does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.
3. **Legal and Ethical Use Policies**
1. Legal and Ethical Use:
All aspects of CA's Acceptable Use Policy (AUP) remain in effect, except as mentioned in this section.
 2. Allowable Customizations:
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, excepting any software known to cause system problems to the Computer. We strongly suggest that students minimize external installations since, if they cause system errors, the Computer will be restored to the original settings, and everything stored will be erased. Also, CA may periodically conduct maintenance that could require the Student to re-install all non-CA software and files. (Note: the software originally installed by CA must remain on the Computer at all times.) The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).

STANDARDS FOR PROPER COMPUTER CARE

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.

Read the electronic manual that comes with the laptop. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to CA during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in your school locker and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss 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 other than in a locked trunk.
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to CA's AUP at all times and in all locations. When in doubt about acceptable use, ask the Director of Technology or one of the school administrators.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-provided external back-up drive on a regular basis. Establish a routine at home – preferably nightly.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the **Director of Technology**.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Computer.
- 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.

Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- Always store the Computer in the laptop cover provided or in another certified laptop case.
- We recommend that you carry the laptop bag inside your normal school pack. Do not over-stuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components
- Never move the Computer while a CD or DVD is actively being used.

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and result in full replacement of the laptop. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- 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.

DVD/CD-RW (Optical Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting 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 while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) 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 lap-level.
- Read the safety warnings included in the Apple user guide.

COMPUTER ACCEPTABLE USE POLICY

Belief Statement: Canadian Academy (CA) 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.

Responsibility of Users: Users are responsible for their actions while using ICT in the school or accessing network systems from remote locations. There will be consequences for any violations to the AUP.

Users will:

1. Be ethical, and legal in all actions, adhering to the rules and policies of Canadian Academy.
 - Do not carry out illegal activities, including downloading or sharing pirated music, videos and software by any method, including the use of file sharing programs.
 - Do not copy or share school owned software.
 - Sending, viewing, or storing material that is obscene, violent, discriminatory, or inflammatory is not allowed.
 - Do not plagiarize content or attempt to pass off other's intellectual property as your own. When quoting or reposting other people's work make sure full permissions are obtained when appropriate, and proper citations are given.
2. When using social networking sites, email or instant messaging, students must consider the impact on themselves and on other members of the community and be mindful of school rules and core values.

- Always use appropriate language; never send or post abusive, disrespectful, inflammatory, or discriminatory messages that create a hostile atmosphere for any member of our community. Such postings undermine the atmosphere of trust that is one of the core values of the school and will be treated seriously as a breach of school policies.
 - Students should be aware that when their social networking sites identify them as CA students, they need to be mindful that they are representing the school. They should not post anything compromising that would then be publicly linked to the school.
 - Students should be aware that many college admissions offices and future employers will look at applicants' social networking sites if available. Be aware of the future repercussions of your postings.
3. Maintain the privacy of every community member's personal data
- Respect the privacy of others and do not access CA community member's accounts or files.
 - Attempting to hack into the school network, obtain passwords, or to access, open, print, or modify any community member's work will be treated as theft.
 - Do not share your own or others' addresses, phone numbers, passwords or other personal information over the Internet to people or websites you are not sure of.
 - Be yourself; do not misrepresent yourself or pretend to be someone else; never attempt to speak officially for Canadian Academy unless authorized to do so.
 - Never repost or resend someone else's communication without prior consent.
4. Be careful and respectful when using CA technology resources.
- Changing settings or attempting to modify CA computers (apart from your personal laptop), monitors and other equipment, including installing software, is not allowed.
 - Activity that impairs the network performance and services is not allowed - if requested to stop an activity for this reason students must comply.
 - Return all technology equipment to the correct location, and in good condition.
 - Only print what is necessary for school work.

CA ICT Departmental Rights and Responsibilities:

1. Internet site addresses accessed, including web sites and email, are retained in electronic logs. CA ICT staff do not track individuals inside our network, but evidence of unacceptable activities found in school logs will be investigated.
2. ICT staff have the right to access, open, examine and/or delete electronic files that violate this Acceptable Use Policy on school owned computers (not including those rented or leased from the school by families under the Laptop Usage Agreement), and remote or local school servers without the users consent.
3. CA ICT staff do not have the rights to search personal computers, without the consent of the principal and parents. This includes computers rented or leased from the school by families under the Laptop Usage Agreement.
4. Canadian Academy is not responsible for any loss of data.

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Please return this portion with the Choice of Payment Form to the Accounting Office.

My parents (or guardians) and I have read this entire agreement and policy. Your signatures below indicate your full understanding and agreement with all of the above.

Student name (please print): _____ grade for 2010-2011: _____

Student signature and date: _____

Parent (or guardian) signature and date: _____

Assistant Headmaster for Canadian Academy signature and date:
