2020-2021 Student Laptop Contract

I _______________________________ in grade ______ understand that this Student Laptop Contract is made effective as of JULY 3, 2020 between The Young Women’s Leadership School of Astoria and it’s student and states the agreement of the parties as follows.

Equipment Subject to Agreement:
The Equipment subject to this Agreement includes the laptop computer, computer accessories, and related software assigned to you by the school technology specialist (SERIAL Number and ASSET TAG will be on DISTRIBUTION Utilization form, please keep a copy for your records).

Ownership:
The School shall be deemed to have retained title to the Equipment at all times unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the student shall hold no security or ownership interest either in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the laptop computer used by the student.

Term Equipment Use:
The student shall return all equipment itemized above in good operating condition to the Technology Department of the School on or before June 25, 2021, at the time of withdrawal, or upon school instruction. The school may require the student to return the equipment at any time and for any reason.

Equipment Storage and Use at School:
Students may bring the laptop home or leave it in a locked locker or another secure place. The Equipment must be brought to school during each of the student’s regularly scheduled school days. During the school’s normal business hours or after school, when the student is not in the immediate presence of the equipment, the equipment must be secured in a locked locker or other secure, approved location.

Use of Equipment:
The primary use of the equipment by the student is as a tool for the student’s educational programs. The student may use the equipment for other purposes only to the extent that such uses do not interfere with this primary use. TYWLS of Astoria is not responsible for any information (appropriate or inappropriate) accessed, viewed and/or downloaded during in or after school hours. The student shall abide by the School’s Acceptable Technology Use Policies. Violation of the School’s Technology Policy, which requires disciplinary action or repairs, will be addressed by a school administrator. The student should not download or upload any software and/or apps without permission and authorization from the tech coordinator. Installation of any Audio & Video Streaming such as Spotify, Pandora, etc., is not permitted.

Compliance with Software Licenses:
The Student shall not make copies of software licensed to the school. The student is responsible for compliance with the license terms of any licensed software, and the Student/Parent/Guardian agrees to hold the School harmless for any violations of such license terms.

Back-up Requirements:
The Student may store documents or other files on the equipment, and the student is responsible for making back-up copies of such documents or other files. In the event of loss of such documents, other files, or software, it is not the school’s responsibility to reload it.
**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating condition and therefore, the Student/Parent/Guardian agrees to buy a case for the laptop. The student shall immediately notify the school’s Tech Coordinator if the equipment is not in good operating condition or is in need of repair. The **Student/Parent/Guardian** shall be financially responsible for repair costs and the total cost for repairs due to negligence. (*No personal stickers, no writing on the laptop, etc.*). If the equipment is damaged or lost due to negligence, the school shall have the option of requiring the Student/Parent/Guardian to incur the total cost to repair the equipment to a state of good working order or to reimburse the school for the replacement cost of such equipment.

**The right of Inspection:** The student shall make the equipment available to the School’s Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.

**Lost Equipment:** The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

**Warranty:** The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer’s warranty. Disclosures: The student and his/her guardian hereby agree to these policies and regulations as well as those stated in the [Technology Policy](#).

The following steps must be taken in the event that the laptop is damaged:

1. The student must bring and report the laptop to the tech coordinator, immediately. (If it is summertime, please send an email and wait for further instructions.)
2. The student must state all damages to the technology coordinator.

In the event that the laptop goes missing or is stolen, the following steps must be taken:

1. The student must report the missing laptop to the tech coordinator immediately (If it is summertime, please send an email and call the school.)
2. Contact school administration by email.

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By signing off of this document, I acknowledge that I have read and understood and agreed to all the terms and conditions including buying a cover to protect my laptop.

I understand that I am responsible to return all equipment lent to be throughout the year in the same condition as it was given to me by the deadline. I have read and understood the TYWLS Astoria Technology Policy and agree with the terms.

**ALL STUDENTS + FAMILIES MUST ACKNOWLEDGE and SIGN AGREEMENT TO CONTRACT USING OPEROO APP,** please download the app and sign off. If you do not sign off, you will be contacted by the school to return an already issued device (and be required to use a personal device or request NYC issued device).

Revised 9/2/2020