

MacBook Air Use Agreement 2019-2020 School Year

This contract is in addition to and in conjunction with all the policies and procedures outlined in the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

MacBook Air USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the MacBook Air, between Cardinal O'Hara High School ("COHS"), the student receiving a MacBook Air ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a MacBook Air, software, and related materials for use while a student is at Cardinal O'Hara High School, hereby agree as follows:

1 Equipment

1.1 Ownership: COHS retains sole right of possession of the MacBook Air and grants permission to the Student to use the MacBook Air according to the guidelines set forth in this document. Moreover, Cardinal O'Hara administrative staff retains the right to collect and/or inspect the MacBook Air at any time, and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all MacBook Air configurations the same; ample RAM and hard-disk space, software, and other miscellaneous items. COHS will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information. New students have 24 hours from the time a MacBook Air is issued to report any defects or issues to the Office of Technology. Returning students will be re-issued the same MacBook Air each subsequent year.

1.3 Substitution of Equipment: In the event the MacBook Air is inoperable, COHS has a limited number of spare MacBook Airs for use while the MacBook Air is repaired or replaced, and cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken MacBook Air, or to avoid using the MacBook Air due to loss or damage. Loaner devices are not permitted off-campus. If

a student is issued a loaner device they will need to retrieve the device before school in the Office of Technology and return the device before 3PM that day. Please note that if the Student forgets to bring the MacBook Air or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-COHS installed software/apps and for any data stored on the MacBook Air. It is the sole responsibility of the Student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only. All students have access to unlimited storage via Google Drive and their school issued e-mail account. Students are encouraged to store documents on Google Drive to prevent data loss in the event of a broken MacBook Air.

1.5 Return of Equipment: At the end of each school year the student's MacBook Air will be collected for maintenance. Students should back up all documents, music and other information stored on the device. If a student leaves COHS during the school year, it is the responsibility of the student and parent to return the MacBook Air to the Director of Technology prior to departure. Failure to do so will result in the full charge for the MacBook Air and its accessories.

2 Damage or Loss of Equipment

2.1 Mandatory Insurance: In addition to the manufacturers warranty, a group insurance policy has been acquired through Worth Ave. Group. The insurance is mandatory and is billed through SMART Tuition. Insurance provides coverage for a variety of everyday scenarios including:

- Accidental Damage
 - Drops, Cracked Screens, Spills
- Liquid Submersion
- Theft
- Fire/Flood Damage
- Vandalism
- Natural Disasters
- Power Surge (Due to Lightning)
- Burglary/Robbery
- Lost

With this insurance COHS has made an effort to cover many of the common issues that may arise with a student using a school MacBook Air.

2.2 Responsibility for Loss: In the event the MacBook Air is lost or stolen, the Student and Parent must immediately file a Lost Property/Police Report. Insurance claims for lost or stolen MacBook Air's will not be accepted without an accompanying Lost Property/Police Report. Failure to comply may result in the student being charged the full replacement cost of the MacBook Air.

2.3 Responsibility for Damage: The Student is responsible for maintaining a 100% working MacBook Air and accessories at all times. Major components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of neglect or misuse. There is no cost for warranty repairs. Neither the warranty nor insurance policy covers lost power supply, lost battery, or lost/damaged case. The student is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care to ensure that the MacBook Air is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty or the insurance policy, the Student and Parent may be billed a fee according to the following schedule:

- Replacement Charger: \$80.00
- Replacement Case: \$50.00
- Full MacBook Air Replacement: \$1,000.00

COHS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by COHS administration in conjunction with the Director of Technology. The full cost of replacement for a MacBook Air is \$1000.00

Examples of gross negligence include, but are not limited to:

- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.4 Actions Required in the Event of Damage or Loss: Report the problem Immediately to the Director of Technology. If the MacBook Air is stolen or vandalized while not at Cardinal

O'Hara or at a Cardinal O'Hara sponsored event, the Parent must file a police report and inform the Assistant Principal of Student Services and the Director of Technology.

2.5 Technical Support and Repair: COHS does not guarantee that the MacBook Air will be operable 100% of the time, but will make technical support, maintenance and repair available. Students should report to the Office of Technology with any and all technical support, maintenance, or repair questions.

3 Legal and Ethical Use Policies

3.1 Monitoring: COHS will monitor MacBook Air use using a variety of methods for monitoring. The Director of Technology has the ability to monitor student use while on campus and connected to the COHS Internet/network. The school **will not** monitor students remotely while off campus. On site, the MacBook Air is subject to routine monitoring by teachers, administrators and technology staff. COHS reserves the right to examine all data stored on the MacBook Air to assure compliance with COHS's AUP. Email and file folders are property of the school and are subject to school monitoring as needed.

3.2 Legal and Ethical Use: All aspects of COHS MacBook Air User Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is **explicitly prohibited**. File-sharing programs and protocols like Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

Individuals with legitimate, school-related needs to use these tools may seek approval from the Director of Technology.

3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned MacBook Air to their own working styles (i.e., background screens, default fonts, and other system enhancements).
 - The Student *is permitted* to add stickers to the case of their laptop. Stickers are only permitted on the plastic case and may not in any way obstruct the view of the COHS asset tag or the MacBook Air serial number. **Stickers are NEVER permitted on the actual MacBook Air.** Stickers may not contain graphic, sexually explicit, or violent images. The Assistant Principal of Student Services in conjunction with the Principal will have the final
-

say on whether a sticker is inappropriate. Students in violation will be punished in accordance with the COHS Student Handbook.

Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system and applications.

3.5 MacBook Air Attendance Policy

- The Student is *required* to bring their MacBook Air to school each and every day. If any teacher notices a student missing their MacBook Air for three (3) or more consecutive days the Director of Technology and the Office of Student Services will be notified.

Students who fail to bring their MacBook Air to school three (3) or more consecutive days are required to “check-in” their MacBook Air at the Office of Technology. Repeated offences will result in the student losing off-campus privileges for a period of five (5) school days. When off-campus privileges are lost the student must leave their MacBook Air at the Office of Technology by 3:00PM after school and pick it up the following morning before school.

3.6 Restricted Areas

- At no time is the student permitted to use their MacBook Air in the cafeteria during lunch periods except in predefined “food free” areas. Students may utilize either the Ministry Center or the Technology Resource Lab (308) during their lunch periods.
- During the change of classes all MacBook Airs are to be placed in school bags. A student is *never* permitted to walk through the hallway with an open MacBook Air.

Failure to comply with these restrictions may result in immediate confiscation and possible disciplinary action. Damage that results from these incidents will be classified as gross negligence and the parent will be responsible for the full replacement cost of the MacBook Air.

Addendum

STANDARDS FOR PROPER MacBook Air CARE

This document is an important addendum to the *Student MacBook Air Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned MacBook Air. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Unsupervised MacBook Airs will be confiscated. Bring the MacBook Air and charging unit to COHS every school day. (If you forget them, substitutes will NOT be provided.) Students without MacBook Airs will need to complete assignments via alternate means.
 - MacBook Airs are able to be used in school for academic reasons. If, however, the teacher requests that MacBook Airs be temporarily put away **students are to comply**. The use of the MacBook Air *must support the instructional activities* currently occurring in each classroom and lab. MacBook Air sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student must turn off and put away the MacBook Air when requested by a teacher.
 - The student should never use another student's MacBook Air.
 - At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private cell networks.
 - Keep the MacBook Air either secured (i.e., home or locations only accessible to you, your parent/guardian or school administrators) or attended (with you or within your sight) at all times. Keep the MacBook Air stored in a secure place when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the MacBook Air in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity.
 - MacBook Airs 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.
-

- Students must be logged on to iCloud on their MacBook Air and the “Find my Mac” service must be enabled.
- Always secure the MacBook Air with a cover/case to avoid damages.
- Avoid use in situations that are conducive to loss or damage. For example, never leave a MacBook Air in school busses/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 MacBook Air in a car other than in a locked trunk. *Avoid leaving the MacBook Air in environments with excessively hot or cold temperatures.*
- Do not let anyone use the MacBook Air other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned MacBook Air will be your full responsibility.
- Adhere to COHS School’s Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.
- Back up your data. Never consider any electronic information safe when stored on only one device. Since all students will have school issued Google accounts as well as network storage, they are encouraged to utilize these areas to store important files.
- In addition to proper care of the device, proper care to the accessories, (the case, charging units, etc.), provided by COHS, must be maintained. Failure to do so will result in the full price of the damaged accessory or accessories.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from COHS, all equipment must be turned in prior to departure or will be charged the full amount to replace the MacBook Air with a new MacBook Air.

How to Handle Problems

- Promptly report any problems to the Director of Technology.
- Complete a claim notification form.
- Report to the Technology Office to pick up any repaired MacBook Air within 3 days of notice.
- Don’t force anything (e.g., connections, buttons). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the MacBook Air screen cover or 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 MacBook Air.
- Do not do anything to the MacBook Air that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the MacBook Air.

Carrying the MacBook Air

- Always secure the MacBook Air with a cover/case to avoid damages.
- Always place the MacBook Air in a backpack prior to moving from one class to the next.

Screen Care

Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

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 MacBook Air charging overnight. A full charge should last approximately 10 hours.
 - Overcharging a MacBook Air's battery can potentially harm the battery. Avoid overcharging by unplugging the MacBook Air once the charge indicator light has gone from orange to green.
 - Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
 - For best battery life, do not recharge until the battery reaches a low level.
-

MacBook Air User Agreement

Cardinal O'Hara High School

I understand that by accepting my school issued MacBook Air I am agreeing to all the terms listed in the MacBook Air User Agreement as well as the Archdiocese of Philadelphia's Acceptable Use Policy and the Cardinal O'Hara Student Handbook.

My signature below and my parents(s) or guardian(s) signature indicates that I agree to follow the guidelines of this MacBook Air User Agreement.

Student Name _____

Student ID Number _____

Homerom _____

Student Signature _____ Date ____/____/____

Parent or Guardian: We ask that you review this policy with your child and sign below:

MacBook Air User Agreement

I will review with my child the guidelines and restrictions set in the MacBook Air User Agreement. I will emphasize to my child the importance of following rules to ensure the MacBook Air is maintained in proper working order.

As the parent or guardian of this student, I have read the MacBook Air User Agreement for Cardinal O'Hara High School.

I hereby give my permission for my child to use the MacBook Air.

Parent Guardian Name _____

Parent/Guardian Signature _____ Date ____/____/____