# LAPTOP AND ACCESSORIES USE AGREEMENT

This agreement is made effective upon receipt of the computer, between Deerfield Academy ("Deerfield"), the student receiving the 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 Deerfield, hereby agree as follows:

**EQUIPMENT**

**A. Ownership**
Deerfield retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to this agreement.

**B. Transfer of Ownership**

1. Students enrolled for 3 years or more – Ownership will be transferred to the Student at no charge after 3 years.

2. Students enrolled for less than 3 years – Students departing (for any reason) prior to 3 years have the option to return the Computer to Deerfield Academy or purchase the machine. The purchase price will be based on the current technology fee and the number of years in attendance at Deerfield Academy.

**C. Equipment Provided**

Equipment provided varies from year to year but we strive to keep all laptop configurations similar. All Computers include ample RAM and hard-disk space, an external hard-drive for data backup, software, and other miscellaneous items. Deerfield retains records of the serial numbers of all equipment.

**D. Substitution of Equipment**

In the event the Computer is inoperable, Deerfield 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 is responsible for bringing the Computer that needs repair to the ITS Help Desk.

**E. Responsibility for Electronic Data**
The Student is solely responsible for any non-Deerfield installed software and for any data stored on the Computer. It is the sole responsibility of the Student to back up such data as necessary. Deerfield provides a means for backup along with directions but Deerfield does not accept responsibility for any such files or software.

**DAMAGE OR LOSS OF EQUIPMENT**

**A. Warranty for Equipment Malfunction**
Deerfield has purchased a three-year manufacturer's warranty covering parts and labor. The warranty covers damage to the computer caused by manufacturer defect. Families incur no additional charges for repairs covered by warranty. Deerfield does not provide any warranty with respect to the equipment, and is not responsible for any loss of data as a result of a malfunction of the equipment.

**B. Responsibility for Care of Equipment**
The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not lost or damaged. Refer to the *Standards for Care*, below.

**C. Laptop Insurance Coverage**

1. Deerfield provides laptop insurance that covers loss of use due to theft, fire, natural disasters and accidental damage. In the event of loss of use due to one of these events, the insurance will cover the repairs and/or replacement. The Student and Parent will be billed for a $200 deductible.

2. If the resulting loss of use is not covered by the laptop insurance (e.g. misplacement, purposeful damage), the Student and Parent will be responsible for the full cost of repair or replacement.

**D. Actions Required in the Event of Damage or Loss**
Report the problem immediately to the ITS Help Desk. If the Computer is stolen or vandalized the Parent or Student shall file a report with the local police department or Campus Security, if lost/stolen on campus.

**E. Technical Support and Repair**
Deerfield does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available for all standard laptops. The Student will be provided with a loaner or replacement laptop while repairs are being made.


**LEGAL AND ETHICAL USE POLICIES**

**A. Legal and Ethical Use**
Students must use their Computer, and all of the Academy's technology resources, in accordance with the Academy's Technology Acceptable Use Policy ([DA Acceptable Use Policy](#))

**B. File-sharing and File-sharing Programs**
Installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (e.g., music, video, software, images.)

**C. Allowable Customizations**

1. The Student is permitted to alter or add files to customize the assigned Computer to his/her own working styles (i.e., background screens, default fonts, and other system enhancements).

2. The Student is permitted to install software on the assigned Computer, if the software is legally owned and installed according to 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, Deerfield will periodically conduct maintenance that will require the Student to re-install all non-Deerfield software and files. Software originally installed by Deerfield must remain on the Computer at all times.

3. The Student may decorate the Computer with stickers that do not insult or degrade others and do not materially damage the Computer cover. The Student should not remove the name label placed on the Computer by ITS, to ensure that it can be recovered if it is misplaced.


**ACCESSORIES**

**A. Availability**
Students have the opportunity to borrow accessories from the Help Desk, including cameras, microphones, and other audiovisual devices. Borrowed accessories are subject to the same standards of use and liability as the Computer.

**B. Insurance**
Accessories are not insured. Student and Parent(s) are responsible for the full cost of replacement or repair.

**C. Due Dates**
All borrowed accessories should be returned based on stated due dates.

**STANDARDS FOR CARE OF LAPTOPS AND ACCESSORIES ("EQUIPMENT")**

**A. Your Responsibilities**

1. Treat this equipment with at least as much care as if it were your own property.

2. Be prepared to bring the Computer and charger to classes based on your teachers' requirements.

3. Avoid use in situations that are conducive to loss or damage. For example, never leave Equipment 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 Equipment in a car other than in a locked trunk.

4. Do not let anyone use the Equipment other than your Parent(s). Loss or damage that occurs when anyone else is using your assigned Equipment will be your full responsibility.

5. 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 backup routine – preferably nightly. Files may also be backed up to web-based locations (e.g., Google Apps, DropBox).

6. Read and follow general maintenance alerts from Information Technology Services (ITS).

**B. How to Handle Problems**

1. Promptly report any problems to the ITS Help Desk.

2. Don't force anything (e.g., connections, popped-off keys). Seek help instead.

3. When in doubt, ask for help.

**C. General Care**

1. Do not attempt to remove or change the physical structure of the Equipment, including the keys, screen cover or plastic casing. Doing so will void the warranty, and the Student and Parent(s) will be responsible for 100 percent of the repair or replacement cost.

2. Do not remove or interfere with the serial number or any identification placed on the Equipment.

3. Do not do anything to the Equipment that will permanently alter it in any way.

4. Keep the equipment clean. Don't eat or drink while using the Equipment.

**D. Carrying the Computer**

1. Always completely close the lid and wait for the Computer to enter sleep mode before moving it, even for short distances. Sleep mode is a sufficient way to store your laptop when not in use, however it is strongly recommended that you shut down the Computer when it will not be in use for more than 4 hours. Not only will this preserve the life of the Computer, but it will also conserve energy.

2. We recommend that the Computer be stored in a laptop bag or hard shell case. Many varieties of laptop bags are available for purchase. Do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.

3. If you carry the Computer in your normal school pack, be sure that you do not over-stuff your backpack – extreme pressure on the Computer can cause permanent damage to the screen and other components.

**E. Screen Care**

1. The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.

2. Do not touch the Computer screen with anything (e.g., your finger, pen, pencil) other than approved computer screen cleaners.

3. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. A KlearScreen brand cleaning kit is recommended. You can use this same product to clean the keyboard.

4. 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

## F. Battery Life and Charging

1. Arrive to class each day with a fully charged battery. Establish a routine whereby each evening you leave the Computer charging overnight.

2. Avoid using the charger in any situation where you or someone else is likely to trip over the cord.

3. Don't let the battery completely drain.  Immediately shutdown if you are unable to connect to the charger.

4. Close the lid of the Computer when it is not in use in order to save battery life and protect the screen.

## G. Personal Health and Safety

1. Avoid extended use of the Computer resting directly on your lap. The bottom of the Computer 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.

2. 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 your workstation with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.