

TECHNOLOGY AT URBAN

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between The Urban School of San Francisco ("Urban"), 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 Urban, hereby agree as follows:

1 Equipment

1.1 Ownership: Urban 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, Urban administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Transfer of Ownership: The Student 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. Refer below to the specifics for each student category.

New Students Entering into the Class of 2013 – Ownership will be transferred to the Student at no charge at the beginning of the senior year, at which time a new Computer will be provided. Families will have the option to either return this second Computer at the end of the senior year or to purchase it.

New Transfer Students Entering into the Class of 2011 or 2012 – Students will have the option to either return this Computer at the end of the junior year or to purchase it commensurate with the years of paid laptop fees. A new Computer will be provided for the duration of the senior year. Families will have the option to either return this second Computer at the end of the senior year or to purchase it.

Continuing Students Class of 2010, 2011 and 2012 – Ownership will be transferred to the Student at no charge at the beginning of the senior year, at which time a new Computer will be provided. Families will have the option to either return this second Computer at the end of the senior year or to purchase it.

1.3 Equipment Provided: The actual equipment provided varies for class to class. Efforts are made to keep all laptop configurations the same within each class. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, an external hard-drive for home back-up, software, and other miscellaneous items. Urban will retain records of the serial numbers of provided equipment.

1.4 Substitution of Equipment: In the event the Computer is inoperable, Urban 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.

Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

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

2 Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction: Urban has purchased a three-year manufacturer's 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.

2.2 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. Refer to the *Standards for Proper Care* document, for a description of expected care. 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 \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

Urban 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. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- 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).

2.3 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 – see the "Technology" section on the Urban website.)

2.4 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 Urban or at an Urban sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: Urban does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3 Legal and Ethical Use Policies

3.1 Monitoring: Urban will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with Urban’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of Urban’s Computer Use Policy (see Handbook, *Computer Use 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 BitTorrent, 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 prior approval from the Director of Technology.

3.4 Allowable Customizations

- 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).
- 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, Urban will periodically conduct maintenance that will require the Student to re-install all non-Urban software and files. (Note: the software originally installed by Urban must remain on the Computer at all times.)

STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement* section that was included as part of Online Forms. 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 Urban 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 Urban School’s Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Laptop Facilitator, Director of Technology or one of the school Deans.
- 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. You can also back up time-sensitive, large, image-based files using the built in CD-RW drive. Blank CD-R discs are available upon request from the Laptop Facilitator.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Laptop Facilitator or 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, screen cover 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. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: 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.
- We recommend that you carry the laptop bag inside your normal school pack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the Computer in and out while leaving the case within the 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 cost over \$800 to replace. 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. A KlearScreen brand cleaning kit is available upon request from the Laptop Facilitator. You can use this same product to clean the keyboard.
- 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, thus resulting in a charge of over \$800 to the family.

DVD/CD-RW (Optical Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the warrantee.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer.
- Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers battery life.

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.
- 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.
- 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

- Do not use your laptop while riding on mass transit or in other highly public spaces. Although extremely rare, there have been incidences of theft, especially when an escape route for the thief is immediately available.
- 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.

EQUIPMENT LENDING INFORMATION

This **optional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement* section that is part of Online Forms.

The Urban School grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptops \$1,300, digital cameras \$200-500, video cameras \$400, and assorted peripheral items \$25-\$500.
2. I will treat this equipment with the same care as if it were my own property.

3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the Director of Technology.
7. I will always transport the equipment within the case provided whenever leaving the school building.
8. I will adhere to Urban School's Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

COMPUTER USE AND CONDUCT POLICY

(Note: this information is also included under the Student Life at Urban section of the handbook)

The primary goal of Urban's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines that govern the use of Urban computers and network resources.

Network Resources refers to all aspects of Urban's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of Urban's network resources whether this access occurs while on or off campus.

Students may not use network resources to:

- create, send, access or download material that is abusive, hateful, harassing or sexually explicit
- download, stream or listen to internet-based music, video and large image files not required for school work, as this slows the network for all users. The school will monitor the network for violations;
- send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others. If you need to transfer large files, please contact the Director of Technology to make special arrangements;
- alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;

- conduct any commercial business (this jeopardizes Urban’s non-profit status);
- conduct any illegal activity (this includes adhering to copyright laws);
- access the data or account of another user (altering files of another user is considered vandalism);
- install any software onto Urban computers other than the laptop assigned for personal use;
- copy Urban school software (copying school owned software programs is considered theft).

In addition, students may NOT:

- give out their home address or phone number to anyone on the internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”

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**. In particular:

- Any posting that ends up creating an uninviting atmosphere for any member of our community will be considered a violation of the school’s harassment policy.
- Anonymous postings on sites such as Bathroom Wall and Honesty Box that violate the above norms and rules will be investigated. Such postings undermine the atmosphere of trust that is one of the seven core values of the school and will be treated seriously.
- Students should be aware that when their social networking sites identify them as Urban 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.

Students should be aware that sending or exchanging sexually explicit messages or photos electronically on cell phones, email or other devices (“sexting”) is very serious and leads to damaging consequences. The messages and photos may be widely distributed across the Internet with little or no control. At a minimum, the result can be extremely embarrassing and emotionally damaging. At the other extreme, the sending, forwarding, even possession of sexually explicit photos of minors by anyone, including young students, is a violation of school rules and can be prosecuted as a felony under federal law.

Responsibility for Property

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer **locked** (i.e. locked in your school locker, home or secure place where others do not have access) or **attended** (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

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 BitTorrent, Limewire, Gnutella 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 prior approval from the Director of Technology.

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student being brought before the Conduct Review Committee for further disciplinary action.

Legal Issues and Jurisdiction

Because The Urban School owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Urban's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the FirstClass email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The Urban School does not have control of the information on the internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of The Urban School. While Urban's intent is to make internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At Urban, we expect students to obey the Computer Use Policy when using the internet. Students found in violation of the policy will be disciplined.

In addition, Urban account holders take full responsibility for their access to Urban's network resources and the internet. Specifically, Urban makes no warranties with respect to school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the internet; any consequences of service interruptions.