

Wesleyan School Tablet Use Contract

As part of Wesleyan School's educational program, students are issued a tablet computer to support the teaching and learning environments in the school. **The tablet and software (hereinafter referred to collectively as the "equipment") are the property of Wesleyan School.**

The student is responsible for:

- his/her equipment at all times.
- keeping the unit fully functional.
- following the school's Acceptable Use Policy and the Tablet PC Care and Maintenance Guidelines.
- routinely backing up the information on the unit that is used in support of Wesleyan School activities.
- immediately returning the equipment to Wesleyan School should they withdraw from Wesleyan.

The Tablet PC and the accompanying accessories being provided to each Wesleyan student have significant value and do require appropriate attention and care to ensure that they remain in good working condition. There may be instances where the equipment may become damaged, lost, or stolen. In those instances, the following policies apply:

Damaged:

In the event of **mechanical failure** (manufacturer defect), there will be no financial responsibility to the user as long as the issue is addressed in a timely manner so as not to create a greater problem (i.e. not having a damaged hinge repaired such that it eventually breaks and cracks the entire computer housing). In the event of mechanical failure, the equipment should be taken to the HelpDesk immediately for servicing.

In the event of **accidental damage**, there will be no financial responsibility to the user for the Tablet PC as long as the issue is addressed in a timely manner so as not to create a greater problem. In the event of accidental damage, the equipment should be taken to the HelpDesk for servicing. Parents will be notified each time the tablet needs replacement parts.

Wesleyan does, however, reserve the right to assess financial responsibility or take other appropriate action in situations where accidental damage becomes excessive. For most situations, there will be no charge on the first replacement part but should the same part need to be repaired multiple times, the family will be assessed for damages.

The number of repair incidents will be tracked for a student over their entire enrollment term at Wesleyan; the replacement of the equipment and/or a student's withdrawal and subsequent return to Wesleyan will not erase previous incidents. Appeals regarding damage must be brought to the attention of the Director of Technology.

In all instances of equipment damage, the student will be issued a loaner computer if the necessary repairs cannot be completed right away. If the equipment is damaged such that it cannot be repaired, the equipment may be replaced. The loaner equipment and/or the replacement equipment will fall under the same agreement terms as the equipment it replaces. Although the HelpDesk will make reasonable attempts to recover any data stored on the computer, it cannot guarantee that such recovery will be successful. For this reason, it is the responsibility of the user to regularly backup his or her data.

Parts that are **not** covered by warranty that students are liable for:

- **Stylus** – If broken or lost, the student will need to purchase a replacement from the Wesleyan HelpDesk. Cost is about \$25.
- **Power Cable** – If broken or lost, the student will need to purchase a replacement from the Wesleyan HelpDesk. Cost about \$50.
- **Bag** – If damaged, the student will need to purchase a replacement from the Wesleyan HelpDesk. Cost about \$40.
- **Headset** – If broken or lost, the student will need to purchase a replacement. You may purchase your own or purchase one from the HelpDesk. Cost about \$10.

In all instances of the **loss or theft** of the Tablet PC, the following steps must be taken by the user and/or his/her parent/guardian:

1. In instances of suspected theft either on or off the Wesleyan campus, file a police report. If the theft takes place on campus, the police report must be filed in the presence of the Dean of Students for that Division. The police report for off campus incidents should be sent to the Director of Technology in a timely manner.
2. Report the loss to the HelpDesk immediately so appropriate search actions can be undertaken in a timely manner.
3. Contact the HelpDesk in order to complete a Wesleyan incident report.

If equipment other than the Tablet PC is lost or stolen, steps 2 and 3 must be taken. In the event of the loss or theft of equipment, the user will be assessed a Loss Fee of \$500 or the actual cost of the replacement equipment, whichever is less after the first incident. Any subsequent theft or loss will be assessed at the full replacement value of the equipment (approximately \$1,600); however, a fee will not be charged if the equipment is stolen while a student is participating in a Wesleyan activity on or off campus as long as the Tablet PC Care Guidelines have been followed.

The Tablet HelpDesk will replace the equipment immediately. If the original equipment is subsequently found, it must be returned to the Tablet HelpDesk who will assess the equipment and determine if a reduction or waiver of the Loss Fee is appropriate.

The payment of a Loss Fee does not transfer ownership of the equipment to the user. The only exception to this policy is the loss of a tablet stylus, whereby the replacement of a stylus is non-refundable and the user will retain ownership of the lost stylus if it is subsequently found.

The filing of a fraudulent incident report and/or the failure to subsequently return found equipment may result in serious disciplinary action or other actions that the school deems appropriate given the circumstances. Multiple loss or theft of equipment will result in additional financial responsibility for the user or other actions based on the circumstances.

The number of loss/theft incidents will be tracked for a student over their entire enrollment term at Wesleyan; the replacement of the equipment and/or a student's withdrawal and subsequent return to Wesleyan will not erase previous negligence incidents. Appeals regarding loss/theft must be brought to the attention of the Director of Technology.

I have read the Tablet Use Contract, the Tablet PC Care and Maintenance guide, and the Banned Software list. I understand that the equipment has been provided to me to support the educational processes of Wesleyan School. I understand that the purpose of this document is to clarify the school's expectations for use and care of the equipment. I agree to abide by the policies in these documents.

Name (please print) _____ Signature _____

Date: _____ Grade Level _____ Serial Number _____

Parent or Guardian Name _____ Signature _____