



## Middle & Upper Schools Laptop Statement of Agreement

This agreement is made between my child (the “recipient”) and Antilles School for the use of a laptop computer. The recipient agrees to use the laptop for Antilles related work and will abide by the School’s Acceptable Use Policy regarding Internet access (see Appendix A of the Student Handbook at [antilles.vi/forms](http://antilles.vi/forms)).

The recipient acknowledges receipt of the laptop and two-part power cord in working order. Recipient agrees to return the laptop and two-part power cord in working order and otherwise agrees to pay for any repair that is not covered by the existing warranty on the laptop. Further, the recipient agrees to pay to replace the laptop and two-part power cord should it be lost or stolen while not at Antilles School.

The recipient also agrees to follow the instructions below regarding general precautions, screen care, laptop storage, laptop use at school, laptop repair, printing, emanating files, originally installed software, and virus protection.

### **General Precautions**

- Students are responsible for the general care of their assigned laptop.
- No food or drinks of any kind are allowed next to the laptop while it is in use.
- Students should never carry the laptop with the screen open.
- The laptop should be closed while moving between classes or to and from school.
- The laptop must remain free of any writing, drawing, stickers, or labels that are not put on by Antilles School.
- Students are responsible for keeping their laptop’s battery charged for school each day.

### **Screen Care**

- The laptop screen can be damaged if not treated carefully.
- Do not lean on the laptop when it is closed.
- Do not place anything on or near the laptop that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry cloth only.

### **Laptop Storage**

- Nothing should be placed on top of the laptop when stored in a locker or placed on a surface.
- Students are expected to take their laptops home every day after school, regardless of whether or not they are needed.
- Laptops should not be left or stored in vehicles or any other environment where temperatures could reach extreme temperatures.

## **Laptop Use**

- Laptops are intended for use at school each day and students must be responsible for bringing their laptop to all classes unless specifically advised to not do so by their teacher.
- This device is for your use only. Please do not lend it to other family members.

## **Laptop Repair**

If the laptop is damaged in any way (missing key, scratch, etc.) the student should email [support@antilles.vi](mailto:support@antilles.vi) as soon as possible. If needed, the student may give the laptop to a teacher to deliver to the Antilles tech team. If possible, the Antilles tech team will issue a loaner laptop to the student until repairs are complete.

## **Printing**

Students may use the printers provided in the Upper School library to print. If students would like to print on a home computer they can add their home printer to their computer themselves.

## **Managing Files**

Students should utilize Google Apps accessible via their Antilles student username and password for the majority of work being done on the laptop. Google provides cloud-based storage to allow for files to be retrieved from any device connected to the Internet. If a student completes work outside of the Google platform, they should save their work to the private network home folder (H:\drive) that will have their username listed. This folder will be synced offline. Students should not save work to *My Documents* as it will not be backed up.

## **Originally Installed Software**

All software originally installed by Antilles School must remain on the laptop in usable condition and be easily accessible at all times.

## **Virus Protection**

The laptop has anti-virus protection software that will be upgraded from the network. Shutting down or restarting the laptop daily is required to ensure that all software remains up to date.

Signed Digitally by Parents via Rediker Forms