

Laptop Loan Program Westfield High School

Purpose: Provide PC's to students without computers and/or Internet access at home. PC's could be used to do research, create a presentation, write a paper, do SOL refreshers, etc.

Process: Guidance will determine eligible students. Those identified parents/students will sign a permission/acceptance of responsibility form and the student will be trained by the Laptop Loan Program Coordinator. Once students have completed both requirements, their name goes on a list kept in the library.

These students are eligible for overnight loan of a laptop, assuming one is available. A laptop can be kept for more than one night with prior permission of the librarian.

No laptop will ever be returned to the library without the assistance of a librarian. The librarian must always accept and check the laptop before the student is relieved of responsibility for the laptop.

Agreement letter, training program and all software are English only.

Computers: (10) Dell Inspiron 1150 Mobile Intel P4 2.8 GHz w/14.1" XGA Monitor, 383 MB memory, 30 GB drive, 56K modem, network card, DVD-ROM drive, wireless (802.11b/g) card, battery, AC adapter/power cord, USB key w/256k, phone cord and a laptop case will be located in the library in a locking cabinet. Each laptop will be pre-installed with the Fairfax County software template, as well as 'Deep Freeze', which prevents changes to the hard drive.

The purpose of the USB key is to provide students with the capability of having permanent media for creating documents, then moving them to the school computers. The CD drive in the laptops will allow reading, but not writing. This was to prevent these being used to copy music.

There will be 10 spare USB keys to allow students extra time to transfer or print their data without tying up a laptop for another student.

There will also be 3 spare power supplies and 3 spare batteries, since these are the most frequently needed parts.

Special software has been purchased for each machine that allows tracking if the Internet is accessed. This is similar to a low-jack for a car. The license for this is for 3 years and if a PC is stolen and not recovered the company (CompuTrace)

will provide up to \$1000 for the first year, up to \$800 (second year) and up to \$600 (third year).

Each laptop also has accidental coverage, as well as normal support from Dell for 3 years. Accidental coverage will cover breakage, assuming it was an accident and not intentional.

All systems and components will be permanently marked with WFHS and FF County identification info.

All laptops will be loaded with AOL (10 accounts free from AOL, need renewed each year), which provides Internet access, and is restricted to websites which are age appropriate. This is the only Internet access which will be shown to students. This does NOT mean they will not find other ways to directly access the Internet. Parents must assume this responsibility (Use Agreement and Acceptable Use Policies cover this).

Ongoing Maintenance: System support will go through Mike Mandigo and his office. Software/PC usage support will go through Mary Wolf. Most likely we will re-template each laptop yearly.

PR: Will advertise this program in the various PTSA communication vehicles. Guidance will be the filtering department.

Measures of success: Laptop Loan Program Coordinator will work with Guidance and the library to track PC usage, as well as monitor student comments and progress info, where available. Obviously, any data will be consolidated to show group success and to protect individual information and identities. Some success stories should be shared each year with AOL in return for the free accounts they provide.

If we find a need for additional machines, we may approach other corporate sponsors next year. We will need to determine sponsorship for new machines in 3-4 years, assuming the ongoing need exists.

Questions or comments should be directed to _____

Westfield High School – Fairfax County, VA Student Laptop Loan Agreement

Providing laptop computers for instructional use by eligible high school students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student and parent agree to follow all WHS and Fairfax County School regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The computer is the property of Westfield High School. If a student withdraws from the school prior to the end of the loan period, the laptop computer is to be returned in person to school officials by the student or parent prior to withdrawal.
3. The student and parent shall not remove or alter any WHS identification labels attached to or displayed on the computer, nor shall the student or parent change identification within the computer, such as the computer name.
4. The student and parent agree to handle the computer carefully and protect it from potential sources of damage.
5. The student and parent agree to take care to keep the computer secure and safe. The student and parent will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, WHS may charge the student and parent the lesser of the repair or replacement cost or \$1,500.
6. The student and/or parent must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
7. Upon request, the student and/or parent agree to deliver the computer in person to WHS staff for technical inspection or to verify inventory or other information; this may include random screening.
8. The student and parent understand that these laptops are only to be used at home (not for in-school use) for academic purposes. The removable USB key must be used for document creation only.
9. Students may not loan the laptop to another person or leave it unattended while transporting to/from school.
10. Eligible students are those who do not have a computer or Internet access at home and are in good standing with the school.
11. If this laptop is borrowed from the library, it is for **OVERNIGHT USE ONLY**. The library laptops may be reserved and picked up during the day or after school. The complete laptop, including all components and accessories will be returned in working order the next morning by 8:00 am. The laptop must be returned in person to a library staff member.

12. Borrowing privileges will be revoked if these guidelines are not followed.

Westfield High School – Fairfax County, VA Student Laptop Loan Agreement

My student, _____, and I, _____, accept the loan of this laptop from Westfield High School for overnight use during the 20__ - 20__ school year. My student and I have read and agree to comply with these guidelines. My student and I have read and agree to abide by all WHS and FCPS policies and regulations for the use of equipment including the Acceptable Use Policy for Student Network Access and the Student Conduct Code. My student and I accept responsibility for damage to or loss of the equipment delineated below while in our possession. My student and I understand that, if the computer or any accessory is lost, damaged or stolen, I am responsible for the repair or replacement cost or \$1,500, whichever is less. My student or I will report any damage to hardware or software **immediately** to designated school personnel and will promptly return equipment (in person) when requested by school personnel. My student and I understand that the laptop and all associated accessories must be returned by 8:00 am the NEXT SCHOOL DAY.

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Student Name:	Student ID:
Permanent Address:	
Home phone #:	Work or alternate phone #:
Signature of Student	Date
Signature of Parent or Guardian	Date