

Dear Students and Parents,

This year, the Windham School District will continue our One to One MacBook program for grades 9-12. Students will be receiving a MacBook to use for the 2011-2012 school year. The computers are the property of the Windham School District. They will be available to students to use both at school and at home throughout the school year. We expect students to be responsible for maintaining their computers in an appropriate manner. Please carefully review all of the materials enclosed with this letter, as outlined below. We need the WHS Student & Parent/Guardian Laptop Agreement form signed by the student and parent/guardian and returned before the MacBook can be sent home with your son or daughter.

1. Please carefully read and discuss the WHS Computer Use Policies and Procedures together.
2. Please provide a check made out to the Windham School District in the amount of \$35.00 along with the signed WHS Student & Parent/Guardian Laptop Agreement. The check and laptop agreement can be mailed prior to the start of school to Windham High School, Attn: Tech Services Department, 64 London Bridge Road, Windham, NH 03087. Please note that this is a yearly fee for replacement of parts caused by minimal damage covered under the Tier 1 category of repair. Students should alert the Technology Services Department as soon as any problem arises. **Please review the attached Laptop Equipment Accidental Damage/Loss Policy as additional charges can be assessed depending on the level of damage. The student and his or her family are financially responsible for repair or replacement of the MacBook in the event the damage exceeds the Tier 1 level of service.**
3. If the school determines that intentional damage or repeated damage to a MacBook has occurred, the student may lose their laptop privileges.

Examples of intentional damage include damage:

- caused by liquid or food spills
  - sustained in an incident where a staff member witnesses the abuse,
  - or loss sustained when the MacBook is in a location in violation of use/storage policy, such as:
    - stored with books in a backpack or unapproved case
    - left unattended and unsecured in the hallway, locker room, etc.
    - damaged or stolen while on a bus at an athletic or extra curricular activity,
  - sustained due to disassembly by the student, such as, keyboard damage due to attempted removal of keyboard, or missing keys on keyboard unless immediately reported & returned with parts
  - of the bezel brace as a result of grabbing or picking up the MacBook by the screen
  - to the CD/DVD resulting from trying to remove a stuck CD/ DVD or using a tool to open a compressed CD/ DVD slot
  - that is obviously caused by the MacBook being struck with an object.
4. For returning students, the WHS Student & Parent/Guardian Laptop Agreement signed by both student and parent/guardian and a check for \$35.00 made payable to the Windham School District should be mailed to WHS prior to the start of school year **or** turned in to your son or daughter's advisor at the start of school. Freshman and new upperclassmen should bring the laptop agreement form and the fee at the new student orientation scheduled for August 23<sup>rd</sup>, 2011. **Students will not receive their laptops until the fee and the signed laptop agreement has been received.**
  5. If you and your family have financial difficulties and cannot afford to pay the \$35 fee, please contact me directly and we can arrange for financial aid.

Feel free to give me a call if you have any questions. We are very fortunate to have all of our students with computers this year and look for your continued support in this program.

Sincerely,

Thomas Murphy  
Principal