



ELMWOOD EDGE PROGRAM – Student and Parent MacBook Agreement

Your daughter will be participating in the Elmwood Edge Technology Program this year and will receive her MacBook on her return to School. Please read and sign the agreement below and return to your daughter’s SLG teacher on the first day of school. **A MacBook will not be released to your daughter without a signed agreement.** A copy of this agreement will be available upon request.

We understand that in accepting the loan of an Elmwood School MacBook we are responsible for its security and care and therefore we agree to the following conditions:

- During the day, the MacBook should be kept with the student or secured in a locker.
- During the evenings or weekends, take the MacBook home or leave locked in a locker.
- Take care of the MacBook, carrying it in an appropriate carrying case or sleeve to avoid damage, and store and use the MacBook in appropriate conditions.
- Notify the school immediately in the event of damage to the MacBook.
- Notify the police and the school immediately in the event of theft of the MacBook. A police report number is required to file an insurance claim.
- Return the MacBook to the school when requested by the IT department for maintenance and upgrades.
- Return the MacBook to the IT department immediately when the student is no longer enrolled at Elmwood (generally the last school day).
- Items not covered by the insurance or extended warranty such as lost cables, replacement of the battery (this item is only covered by warranty for one year) will be charged to the student’s account.

Please be aware that the insurance provider can deem damage to a MacBook as “user abuse” and not cover the cost of repair. User abuse can result from, but is not limited to, the following examples:

- Leaving cables plugged in when storing the MacBook in the carrying case which can cause broken connectors or ports.
- Using the carrying case/sleeve for carrying textbooks etc. The carrying case/sleeve should only carry the MacBook and its accessories.
- Eating or drinking while using the MacBook, resulting in spills.
- Storing the MacBook for prolonged periods while in “stand by” or “sleep” mode (overheating can occur).

We understand that the use of the MacBook can be reassessed in the event that we do not comply with the above policies.

_____	_____	_____
Name of Student	Signature of Student	Date
_____	_____	
Name of Parent/Guardian	Signature of Parent/Guardian	
_____	_____	
Serial Number	Model	

(The serial and model number of your daughter’s MacBook will be assigned by the Information Technology department)

SLG teachers please return collected forms to Stephane Dubé.