

Expectations for Laptop Use

ALWAYS bring laptop and charger to school.
ALWAYS use protective carrying case.
NEVER carry laptop by the monitor or while open.
NEVER install games or other applications without permission from the administration.
NEVER use school equipment or accounts for threatening, unethical, illegal, immoral, profane, obscene, or pornographic activities.
NEVER bypass Internet filtering with proxies or by other means.
NEVER decorate laptop with stickers or other materials that would leave residue.
NEVER use someone else's accounts and/or passwords.
NEVER remove identifying labels from the laptop or charger.
NEVER cover the laptop camera.
ALWAYS stay on task with computer during instructional time.
ALWAYS turn your computer in at the end of the day if you are a Day User.
ALWAYS follow AUA and student handbook policies.

Day User Pick-up/Drop-off

Day users must not be tardy to pick-up their laptop. Any day user who takes their computer home without prior administrative approval will be disciplined according to the consequences above.

Warranty Coverage:

No fees will be charged to students for problems covered under warranty.

Covered Under Warranty	Not Covered Under Warranty
<ul style="list-style-type: none"> ●Laptop hardware failure/defect as determined by RCS (generally no damage due to misuse is visible) ●MagSafe charger failure (generally no damage due to misuse is visible) ●MagSafe charger cable torn within an inch from block (normal wear and tear) ●MagSafe charger magnetic tip pulled off but student still has all parts 	<ul style="list-style-type: none"> ●Spills/Liquid Damage ●Cracked Screens ●Damaged keyboard (more than 2 keys missing or rubber tips missing) ●Cuts or tears to power adapter cable more than an inch from block ●Missing MagSafe charger magnetic tip ●Visible damage due to lack of care or intentional misuse such as excessive dents, scratching, or disfiguration of the laptop case ●Loss or theft of laptop, charger, or school issued backpacks/sleeves

****Note:**

- Problems with laptop equipment must be reported immediately to the school Help Desk. Students should never attempt to repair or reconfigure the laptop. Under no circumstances should the student or any other unauthorized person attempt to tamper with the internal components of the laptop. This will **void the warranty** and may result in disciplinary action and/or a charge to the student for repair of the computer.

Insurance Coverage:

An insurance premium is required for all students. **Students who do not pay the premium will be Day Users.** In the event of damage to the laptop, students that have not purchased insurance may be held responsible for the full cost of replacement or repair.

Students will pay in full for damages that are less than the insurance deductible of \$50 charged when a claim is made on the equipment. If a student owes insurance premium or deductible fees, they will be placed on Day User status until fees are paid.

Covered By Insurance	Not Covered By Insurance
<ul style="list-style-type: none"> ●Accidental damages, as determined by RCS, in excess of \$50 such as <ul style="list-style-type: none"> ○Spills/Liquid Damage ○Cracked Screens ○Damaged keyboard or trackpad ○Laptop case/port damage ●Damage to laptop caused by events such as fire or natural disaster ●Loss or theft of laptop (police report required for documentation of theft) 	<ul style="list-style-type: none"> ●Damages that do not exceed \$50 ●Lost or stolen adapters ●Damage determined by RCS to be beyond normal wear and tear from unreasonable use ●Blatant damage/disfiguration intentionally caused by the student (police reports may need to be filed in such situations and students may be held accountable for full replacement cost of the laptop; student should be disciplined as they would be for any other destruction of school property per RCS Policy Code 4330 - "<i>Theft, Trespass, and Damage to Property</i>")