

**APPLICATION FORM FOR A
LAPTOP CLASS PLACEMENT**

Child's Name _____ Year Level _____

Address _____

Previous School _____

Parent/Caregiver Name _____

Telephone No _____ Email _____

I/We wish to apply for my son/daughter _____ to be placed in a laptop class for 2011.

My child had a laptop in 2010 Yes No

I understand this will require us to purchase or lease a laptop for our child's exclusive use at school. I understand that the laptop to be purchased or leased must meet school specifications as displayed on our school website and available from the school office.

I understand and have read the conditions on the reverse side of this form including the payment of a technical support fee to the school (once only cost).

I also understand the school will most likely group students with laptops together in a laptop multimedia class.

I understand that if my son/daughter has not purchased a laptop for the beginning of 2011, their place in a laptop class will be allocated to another student.

Signed: _____

Details about the school specifications and purchasing options are available on the school website and on a separate information sheet in this school enrolment pack.

Office Use Only

Laptop Ordered:

Technical Support Form Returned:

Accepted:

Not accepted for laptop class:

School
Stamp

CONDITIONS FOR PARTICIPATION IN THE SCHOOL LAPTOP SCHEME

Since 2007 we have provided our students with the opportunity to use their own laptops within the school. As technology changes and provides new and exciting tools for learning, we adjust our school ICT programmes and network to accommodate these.

From 2010, Otumoetai Intermediate will be moving to a solely Windows based operating system. The constant changes made by Apple makes updating Apple computers and servers too expensive. As a result, there will only be one operating platform specified for use in the school laptop classes.

By purchasing or leasing a laptop for your son or daughter to use at school, you are also agreeing to adhere to the following conditions for bringing a laptop for use on the school network:

- You are agreeing to purchase a laptop that meets school specifications.
- You are agreeing for Edtech, our school technicians, to monitor the programmes used on our school network and the laptop's software.
- You are agreeing not to download or install programmes at home without prior consent from the school. This is to prevent conflicts with our network, the software we use and that on the laptop. In return we will arrange to install programmes that we use at the school on the laptop as well where appropriate.
- You are agreeing to ensure no file sharing software such as Limewire is installed on your child's laptop.
- You are agreeing to pay a technical support fee of \$400 to the school. This is to enable the Edtech technicians to administer the laptop on the network. This includes updates and solutions to minor problems. Any hardware faults will be covered by warranty. The technical support fee covers both Year 7 and 8.
- You are agreeing to put in place safe procedures as to how your son or daughter will transport their laptop to and from school.
- You are agreeing to take responsibility for recording the laptop's serial number and other relevant details for warranty purposes.
- You are agreeing to monitor and take responsibility for your child's use of the laptop, particularly with regard to accessing and using internet sites.
- You are agreeing to the school's right to withdraw your child's right to have a laptop at school if they breach the school's internet use rules and rules for electronic communications. (These will be given to all families at the beginning of the year).
- It is recommended that your son or daughter also have a laptop lock to secure the laptop to a table when appropriate.

As a school we agree to:

- Assist with the purchase or lease of the laptop through our website or the Technology Centre, Tauranga.
- Have your son or daughter's laptop secured in a locked classroom during all breaks.
- Have the power supply checked regularly to ensure your son or daughter's safety.
- Provide regular monitoring and maintenance of the software installed on the computer.
- Provide your son or daughter with guidelines for the use of the laptop and looking after peripherals like the battery to prolong the life of the laptop.
- Instruct your son or daughter on the School Internet Use Policy and Policy on Electronic Communications.

Henk Popping
PRINCIPAL