



## 1 to 1 Laptop Initiative

# Laptop Program Information Packet

June 2008

**Managed By:**



12 Littleville Road  
Huntington, MA 01050  
V - 413-685-1020  
F - 413-667-8739  
[www.mass1to1.org](http://www.mass1to1.org)

June 9, 2008

Dear Students and Parents:

Thank you for your interest in participating in the Mass 1to1 laptop initiative. As a student, parent, staff or community member, we are excited to provide you the opportunity to take part in one of the most exciting educational endeavors available today. The laptop program offers a variety of opportunities designed to meet the educational needs of our students, while allowing everyone to leverage the technology resources our district has to offer.

Through this program we plan to use the laptop as a digital hub of student learning. Everything we now design, plan or implement takes into consideration simplicity, functionality and access, both during and outside of the school day. We hope that by introducing the power and mobility of a laptop we will change how and when students learn, increase learning opportunities for all students, and engage our most important stake holders directly into the education process, you!

Participants in the program will receive a new industry standard Apple laptop computer as a part of this experience. This information packet will help guide you through the essential steps needed to make your participation in the program pleasant and hassle-free.

Program management will be conducted by members of the Gateway Regional School District 1 to 1 Advisory council along with MASS 1to1. MASS 1to1 is a non-profit entity set up to support school laptop leasing initiatives throughout the state.

This packet provides information about your laptop options, so please read through the attached material. Kindly complete the Program Registration Form and computer Lease Agreement and return it by August 1, 2008.

If you have any questions, please feel free to contact me at 413-685-1020 or by email at [aburke@grsd.org](mailto:aburke@grsd.org).

Sincerely,

Angela Burke  
Director of Technology

## *MASS 1to1 Program Overview*

As a student, staff member or community member of the Gateway Regional School District system, you have the option to directly purchase your own or lease a district-owned Apple MacBook laptop for your use. (Community members can only purchase laptops outright) Students and families that purchase outright will own the laptop, with all warranty service managed through MASS1to1. For families that choose to lease, you will be provided with a laptop and a monthly payment schedule. The laptop will remain the property of MASS1to1 until the end of the lease. At the end of the lease families will have the option to purchase the laptop for \$1.00. If a lessee leaves GRSD for any reason other than graduation, we will offer you the option to purchase the laptop for the remaining value of the lease, or it must be returned to the laptop program director in full working condition.

### **Laptop Model Options:**

The following two computer models are available and will be fully supported by the district's laptop support team.

- Tier I - Apple MacBook 13" CD-RW/DVD**
- Tier II - Apple MacBook 13" CD-RW/DVD-R**

Please refer to the model specification sheet for complete configuration and cost details.

All models come with the standard GRSD educational software package that includes: Appleworks, iLife (iTunes, iPhoto, iMovie, iDVD, GarageBand and iWeb); NoteTaker - electronic note taking software; NeoOffice (a Microsoft Office compatible suite that includes word processing, spreadsheet and presentation programs); web browsers (Apple Safari, Mozilla Firefox); iCalendar; iSync; iChat AV; Address Book; Sherlock; Sound Studio; Data Studio; Omni Outliner; Quicktime; TimeLiner; Kidspiration/Inspiration and ClamX Anti-Virus. All laptops also come with free home dial-up Internet access, full 3-year support and warranty. Leased laptops include 3 years of accidental damage insurance and annual updates during the lease term.

A case is included with the purchase or lease of a laptop. This case has been specifically selected for the quality, size and superior protection that it will provide to the laptop. We are strongly encouraging all students to use this case on a daily basis to protect their laptop.

Apple laptops now utilize the Intel processor; therefore they can run Microsoft Windows Vista or XP. In order to run windows on the MacBook you must purchase a **new** full copy of Windows XP or Vista. If you would like to purchase a full version, please choose that option in the accessories section of the Laptop order form The MacBook comes with a program called "BootCamp" which allows you to choose at start up between the Mac OS and Windows. The option you choose will be the OS the computer loads. If you would like to have both the Mac OS and Windows running at the same time you will need an additional piece of software - Parallels virtualization software is an example. Parallels allows both operating systems to run at the same time. The help desk will not install or provide support for the Windows operating system. If a laptop needs to be re-imaged for any reason, the GRSD helpdesk will only reinstall the Apple OS, it is the responsibility of the student to reinstall the Windows operating system.

We feel that this laptop package provides a tremendous value and this is also the laptop that we use within the district in our classrooms. We encourage families to consider this when they select the laptop their students will use.

### **Student Agreement:**

As with all other aspects of school life, there are rules and policies that govern computer usage. In addition to the Student Code of Conduct, the district has a comprehensive computer usage policy. Students will also be bound by the terms and conditions of the software they use. Copies of the policies and conditions will be provided to students at the Laptop Distribution and Orientation meeting that will take place in early September. We hope that you will use the laptop in all aspects of your school life, but commercial use of the laptop or use of the laptop to illegally share software violates our software agreements and is strictly prohibited.

Each student is responsible for the care of his or her computer. MASS 1to1 will carry insurance for each leased laptop, however there is a \$100 per incident deductible, which the student is required to pay prior to having the laptop repaired. The laptop is the property of MASS 1to1 until the lease payments have been completed; therefore students **MAY NOT** deface the laptop in any way during the lease period (*i.e. - no stickers or coloring the outside of the unit.*) The computer must be kept in full working condition and if necessary repaired through the authorized repair program. Students and families purchasing their laptops outright may obtain an accidental insurance policy for their machine at a cost of \$50-60 per year.

### **Fee Specifications and Included Items:**

We have negotiated on your behalf with the vendor and have reserved a number of laptops. We must commit to a final number by August 1, 2008. Your commitment will either be a direct purchase with a one time full payment or a multiyear lease based on the model you choose. For this fee you will receive:

- A new laptop with software that is able to utilize our wireless network and district network resources. You will have full use of this laptop, including all vacation breaks (aside from a one-week annual update), for a period of 36 months.
- Full theft and accidental insurance with a \$100 deductible per incident. (Optional for those that purchase outright)
- Full service and a 3-year manufacturer warranty on the laptop. Loaners will be available for students, from the Help Desk, if repairs cannot be made within one day.
- Help Desk support (generally available from 8:00 a.m. to 4:00 p.m. Monday-Friday)

### **Early Termination of Lease:**

In the event that a participant does not fulfill the full term of the lease obligation and returns the laptop the lessee will be penalized as follows:

#### **Return Period**

Returned during Year 1

Returned during Year 2

#### **Lessee Payment Penalty**

6 months of future payments

50% Total Lease Value

Returned during Year 3

Not eligible for return

### **Financial Assistance:**

We have created a discount program for students whose families qualify for the national school lunch program. Under this program students that qualifies for free lunch can receive a 40% discount on a leased Tier I laptop, students that qualify for reduced lunch will be eligible for a 20% discount on a leased Tier I laptop. At the end of the lease the laptop, *the student can purchase the unit for the remaining lease balance* or return the laptop in full working condition to the district. Discounted laptops are funded on a limited basis and may not be available at all times. There is a limit of one discounted laptop per family. To be considered for financial support please fill out the Financial Assistance Form, which can be found on our web site at <http://www.grsd.org/1to1/financial/assistance.html>.

### **Your Next Steps:**

Carefully review the options and choose the laptop that best meets your needs and finances. Complete the Registration Form and return it with payment by August 1, 2008 to:

Mass 1to1  
Gateway Regional School District  
12 Littleville Road  
Huntington, MA 01050

or drop it off at the Help Desk located in Room 152 of the High School.

### **Confirmation of Participation:**

Once we have received your completed packet and payment, you will receive a confirmation of the laptop you have selected, optional accessories and terms of payment. For those of you leasing, you will receive your lease schedule. You will also receive information about the dates of the distribution/orientation sessions.

### **Laptop Distribution:**

The laptop distribution will be scheduled for early September. You must attend one of the orientation sessions to pick up your laptop. The distribution process includes training and orientation so please allow at least 3 hours for this session. During the orientation we will cover lease and warranty information, basic features and functions and how to get connected to the GRSD network. We will also have time set aside for a question and answer period.

### **Laptop Transfer of Ownership and Graduation:**

If you are leasing a laptop, the laptop can be purchased for \$1.00 when the 36-month lease ends. Returned laptops must be in full working order, with all the accessories and components. Any damage will be the responsibility of the student and their family.

Seniors who have a leased laptop must pay off the balance of their lease prior to graduation; otherwise they must return the laptop in full working order and pay the pro-rated lease termination fee.

Students leaving for any reason other than graduation will have the option to purchase the laptop for the remaining value of the lease, or return their laptop in full working order.



# Program Laptops - June 2008

## Technical Specifications

Hardware	MacBook Tier I	MacBook Tier II
Processor	2.1GHz Intel Core 2 Duo	2.4GHz Intel Core 2 Duo
Memory	1 GB	2 GB
Hard Drive	120GB Serial ATA; 5400 rpm	160GB Serial ATA; 5400 rpm
Operating System	Mac OSX 10.5	Mac OSX 10.5
Screen	13.3-inch (diagonal) glossy TFT widescreen display, 1280 by 800 resolution	13.3-inch (diagonal) glossy TFT widescreen display, 1280 by 800 resolution
Optical Drive	Combo drive (DVD-ROM/CD-RW)	8x SuperDrive (DVD±R DL/DVD±RW/CD-RW)
Graphics	Intel GMA X3100 graphics processor with 144MB of DDR2 SDRAM shared with main memory	Intel GMA X3100 graphics processor with 144MB of DDR2 SDRAM shared with main memory
Wireless	Built-in AirPort Extreme Wi-Fi (based on IEEE 802.11n draft specification) <sup>2</sup> ; built-in Bluetooth 2.0 + EDR (Enhanced Data Rate) module	Built-in AirPort Extreme Wi-Fi (based on IEEE 802.11n draft specification) <sup>2</sup> ; built-in Bluetooth 2.0 + EDR (Enhanced Data Rate) module
Modem	56K V.92 (not included) Cost: \$44	56K V.92 Cost: \$44
Ethernet	10/100/1000BASE-T (Gigabit) Ethernet	10/100/1000BASE-T (Gigabit) Ethernet
Firewire	One FireWire 400 port (up to 400 Mbps)	One FireWire 400 port (up to 400 Mbps)
USB	Two USB 2.0 ports (up to 480 Mbps)	Two USB 2.0 ports (up to 480 Mbps)
Video/Audio	Built-in iSight camera; mini-DVI output port with support for DVI, VGA, S-video, and composite video (requires adapters, sold separately), Built-in stereo speakers, built-in omnidirectional microphone, combined optical digital audio input/audio line in, combined optical digital audio output/audio line out	Built-in iSight camera; mini-DVI output port with support for DVI, VGA, S-video, and composite video (requires adapters, sold separately), Built-in stereo speakers, built-in omnidirectional microphone, combined optical digital audio input/audio line in, combined optical digital audio output/audio line out
Internet Access	Free-Gateway On-Line Dial-Up	Free-Gateway On-Line Dial-Up
AC Adapter/Battery	60W MagSafe Power Adapter, AC wall plug, power cord, lithium-polymer battery	60W MagSafe Power Adapter, AC wall plug, power cord, lithium-polymer battery
Warranty	3 year	3 year





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# Laptop Program Registration Form

**Please return this form and remit payment  
 by August 1, 2008 to:**

This form is your request to reserve a laptop computer as described in the Laptop Purchase Program Information Packet and includes your commitment to paying the agreed laptop purchase or lease price.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Preferred Contact Method (choose one):  Telephone  Email  Postal Mail

## Terms and Conditions Acceptance Statement

I/We have read and signed the attached Laptop Program License Agreement for the 2008-2011 and agree to abide by the terms and conditions listed therein. Specifically, I/We acknowledge that the computer remains the property of Mass1to1 until we have purchased it either through the specified lease agreement or a one-time purchase. If the student leaves GRSD for any reason, the computer will be purchased for the remaining value of the lease or be returned in full working condition.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please complete the Laptop Price Calculation form prior to completing the payment section below.*

Total Amount Due: \_\_\_\_\_

Discount Eligibility:  
 Free Lunch 40%  
 Reduced Lunch 20%

Payment Type:  Check (cash is not accepted) Payable to: MASS 1to1  
 Credit Card (*all transactions are subject to a \$3.00 administration fee*)  
 Choose Type:  Visa  Mastercard

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Check for initial deposit & lease payment by credit card

I authorize MASS 1to1 to automatically charge my credit card for the initial deposit and on the **first day of each month** for the term of the lease agreement. (Parent initial \_\_\_\_\_)

Check for initial deposit by credit card

I authorize MASS 1to1 to charge my credit card for the **initial deposit**. I will pay the monthly lease payments by check each month. (Parent initial \_\_\_\_\_)

**GATEWAY REGIONAL SCHOOL DISTRICT LAPTOP PROGRAM  
PURCHASE AND SALE AGREEMENT**

DATE LAPTOP ISSUED: ON OR BEFORE \_\_\_\_\_, 2008  
DATE TO RETURN LAPTOP ON OR BEFORE \_\_\_\_\_, 20 \_\_\_\_ (36 MONTHS) ( )

In partnership with MASS 1to1, Gateway Regional School District has initiated a program to provide students with the opportunity to lease an Apple MacBook® computer while the student is actively enrolled in the Gateway Regional School District. This agreement relates to the computer system issued to the student on or before September 10, 2008 as well as any loaner and replacement Computer System that may be provided to the student between September 1, 2008 and October 1, 2011, depending on the terms of the lease in question.

By accepting possession of the Computer System <sup>(1)</sup>, the Software, and the related Peripherals such as manuals, cables, network card, etc., I hereby agree to the following terms and conditions. I understand that by signing this agreement and initialing where indicated below, I agree to participate in the Gateway Regional Laptop Program and to pay the chargers as outlined on my Gateway/MASS 1to1 Laptop bill.

I understand that I only have the right to use the Computer System for and in connection with my attendance while enrolled in the Gateway Regional School system. I understand that I must comply with software license agreements. I shall not sublease, sell or otherwise grant any individual or business any right or security interest to the Computer Systems or otherwise encumber Gateway Regional's or MASS 1to1's lease with Apple.

**GRSD Laptop Program Policies:** I acknowledge my responsibility for the Computer System at all times during the course of this Agreement and therefore understand that I shall not allow any other student to have access to the Computer System to gain access to the GRSD network or its resources. I will adhere to all of GRSD's rules and regulations governing the use of this Computer System and the GRSD network in the GRSD Student Handbook and in GRSD's Computer Acceptable Use Policy in which the rules and regulations are incorporated by reference. This includes but is not limited to refraining from using the Computer System to obtain, deliver, or create obscene, ethnic slur, discriminating or sexually harassing messages, pictures, or descriptions or to participate in illegal activities that may violate the District's rules and regulations. I certify that I have read the rules and regulations. The laptop is the property of MASS 1to1 until the lease payments have been completed; therefore students **MAY NOT** deface the laptop in any way during the lease period (*i.e. – no stickers or coloring the outside of the unit.*) I further agree to comply with all applicable copyright and other regulations regarding the use of software. In the event I use the Computer System in a manner unrelated to my attendance at GRSD or participation in academic programs in violation of this Agreement, I agree to defend, indemnify, and hold GRSD harmless from any and all claims based on or related to the use of the Computer System, including liability for property damage and claims of third parties. Illegal activities include the downloading or copying of unauthorized, unlicensed or pirated software. (*Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_*).

**Software and Data Backup:** It is the *responsibility of the student to backup all data stored on the* computer and to comply with the software licensing of any software the student loads on to the computer in addition to the GRSD pre-loaded software. Information on back-up procedures can be found on-line at <http://www.mass1to1.org/> (MASS 1to1 Laptop Program). In the event of damage or loss, GRSD will provide a loaner or replacement laptop (available from a limited pool of loaner laptops on a first come first serve basis) that will include only the GRSD image and the standard pre-loaded GRSD software. The loaner will only be made available if the student complies with the GRSD Laptop Program policies and procedures. GRSD technical staff is not responsible for backing up any data from the student's laptop to the loaner unit, nor will they load unauthorized software on the new computer. (*Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_*)

**Repairs:** I acknowledge that I am responsible for the cost of any needed repairs not covered by warranty or insurance, up to a \$100 deductible for each occurrence. If I did not elect to purchase the insurance I understand that I am responsible for the full repair cost of an issue caused by accidental damage. Once the unit is out of warranty/insurance coverage the student is responsible for all repair costs. Each student is responsible for the care and safekeeping of his or her Computer System and any loss or damage <sup>(2)</sup> to the Computer System. The Computer System must be kept in good working condition, and if necessary, must be repaired through the GRSD Laptop Help Desk and the Laptop Service Depot. (*Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_*).

**Theft:** I acknowledge that in the case of theft I am responsible for the first \$100 of the replacement cost of the new Computer System (approximately \$1500) if unit is covered by insurance. If I did not elect to purchase insurance I am responsible for the full replacement cost of the computer. In the case of theft on campus, the student is responsible to contact the School's Principal immediately upon discovery. The Principal will contact the local police having jurisdiction. In the case of theft off campus, the student is responsible to contact the local police having jurisdiction and then also to report the theft to the Laptop Help Desk. To file an insurance claim, the student must obtain and supply to the Laptop Program Coordinator a copy of the report from the local police having jurisdiction within 24 hours. Allegations of fraudulent claims will be referred to the Massachusetts Attorney General's Office for investigation and possible felony prosecution. GRSD will provide a laptop loaner with the original software configuration if

available and if necessary. I understand that GRSD may assess me a late fee equivalent to the cost of the remaining lease value of the Computer System should I fail to return the laptop on or before the above return date without producing a report from the local police having jurisdiction as outlined above. *(Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_)*.

**Loaner Laptops:** In the case of damage or theft, GRSD will make a loaner laptop available for student use that will be configured with the original software configuration. I understand that there is a limited pool of loaner laptops. They are dispersed on a first come first serve basis and one may not be available at all times. Further, I acknowledge that I am responsible for full payment for any damage I incur on any laptop that I have borrowed from GRSD. *(Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_)*.

**Return Policies:** I agree to return the Computer System to GRSD, in the same condition as on the Agreement beginning date, reasonable wear and tear accepted as defined in the GRSD Laptop Program Policy on <http://www.mass1to1.org/>. I understand that GRSD may assess me a late fee equivalent to the cost of the remaining lease value of the Computer System and or seek criminal prosecution or civil damages if I do not return the Computer System on or before the above return date. If I graduate, withdraw (or am dismissed) from GRSD, I agree to return to or purchase the laptop at the balance of the lease value, the Computer System to the Laptop Program Coordinator on the date of withdrawal. I also realize that if I withdraw from the program, I will forfeit the non-refundable down payment paid during lease inception *(Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_)*.

**Early Termination of Lease:** I understand that I have agreed to lease the laptop for a period of 3 years. Should I fail to complete this commitment the following penalties will be assessed:

<u>Return Period</u>	<u>Penalty</u>
Returned during Year 1	6 months of future payments
Returned during Year 2	50% Total Lease Value
Returned during Year 3	Not eligible for return

*(Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_)*.

**End of Lease:** I understand that the laptop that is being provided by GRSD is financed through a lease and is owned by GRSD/MASS 1to1 during the term of the lease. I further realize that provided I have met the stipulations and requirements contained in this agreement at the termination of this lease I will have the option to purchase the Computer System for \$1.00. For students leasing with a discount the remaining lease balance must be paid plus the \$1.00 to purchase the unit. Ownership will not convey until the lease value of the Computer System has been paid and/or the lease period has expired, this agreement has been met in full, and the final balance has been conveyed to GRSD. I understand that it is my responsibility to give written notice to the GRSD Laptop Coordinator if I have an address change or withdraw (or am dismissed) for any reason from GRSD

I agree to accept the Computer, the Software, and related Peripherals “as is”. In no event shall GRSD or MASS 1to1 be liable to me or my guardian, personal representative, or heirs for an incidental, special, indirect, or consequential damage of whatever nature arising out of any claim, whether in contract, tort, or otherwise, alleging GRSD’s or MASS 1to1’s failure to perform its obligations under this Agreement or its breach of any duty, common law or otherwise, owed to me. *(Read and Understood – parent initial \_\_\_\_\_, student initial \_\_\_\_\_)*.

(1) “Computer System” in this document refers to the Apple MacBook, modem, network card, and any other peripherals, software, or attachments furnished by GRSD/MASS 1to1 with the Computer or thereafter.

(2) “Damage” includes anything that is not covered by the manufacturer’s warranty or the provided insurance policy.

#### TERMS AND CONDITIONS ACCEPTANCE STATEMENT

I (We) have read the Program Agreement and agree to abide by the terms and conditions herein. Specifically, I (We) acknowledge that the Computer is leased by GRSD/MASS 1to1 from Apple and our use of the Computer System is subject to MASS 1to1’s lease agreement as outlined in the GRSD/MASS 1to1 Laptop Program Student Agreement. If the student is not enrolled in GRSD at any time, the student must purchase the laptop for the remaining value of the lease or return the Computer to GRSD’s Laptop Coordinator in good working condition.

The above is acknowledged and agreed under seal:

Print Student’s Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2008

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2008