



## ASD LAPTOP AGREEMENT FORM 2017-2018

### ***ASD Laptop Agreement***

I and my parents/guardians hereby request issuance of a school owned laptop to my name. I agree to abide by the American School of Doha's Acceptable Use Policy (AUP) as defined in the Student Handbook. In addition to the requirements of the AUP, I agree to abide by the following terms:

1. I will keep the laptop in good working condition and will return it as required by the school in the same condition in which it was received, excepting normal wear from usage.
2. I will keep the laptop secure at all times and not relinquish possession of it to anyone else aside from necessary school personnel (ex. IT Help Desk for maintenance).
3. I will immediately report any problems with the computer that I encounter to the IT Department.
4. I and my parents assume all financial responsibility for this laptop in event of loss for any reason or for intentional acts of destruction. We also agree to pay, in good faith, for all repairs as governed by the terms of ASD's School-Sponsored Laptop Insurance.
5. I accept responsibility for all material and information that issues from my laptop, and understand that keeping my laptop secure is crucial to preventing others from using my identity online.

### ***ASD School-Sponsored Laptop Insurance***

Laptop insurance is required for each student participating in ASD's one-to-one laptop program. A mandatory annual fee of 150 QR provides the following coverage:

1st time repair or parts replacement:	No cost paid by student
2nd time repair or parts replacement:	200 QR deductible maximum paid by student
After 2nd time, repair or parts replacement:	Full cost paid by student

Laptop insurance does not cover **intentional acts of destruction** or **loss for any reason**, including theft. In these cases, the student will be held responsible for replacement cost of the laptop.

### ***Accepting Responsibility***

I have read this agreement and the Acceptable Use Policy as detailed in the Student Handbook, and my signature below affirms that I agree to abide by all of these terms. Receipt number listed below signifies issuance of laptop.

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Student Name

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Student Signature

Date

Parent Name

Parent Signature

Date

Receipt number (Office Use Only)