

CLARK ADVANCED LEARNING CENTER

LAPTOP COMPUTER USE AGREEMENT & ACCEPTABLE USE POLICY (AUP)

Academic Year: 2026-2027

1. Parties

This Agreement is made between the **Clark Advanced Learning Center ("Clark")** and the following signed parties: **Student** and **Parent/Guardian**.

2. Term of Agreement

This Agreement is effective upon the date of signing and formal receipt of equipment. This Agreement remains active throughout the student's enrollment at Clark and formally terminates upon the student's graduation from the 12th grade. This Agreement will terminate immediately if the student leaves the school prior to graduation, or if computer privileges are revoked due to policy violations.

3. Equipment Issued

Clark issues a new **MacBook Air 13.6-inch with M2 chip ("the laptop")**, a corresponding apple charger, and a protective hard-back cover. Students are responsible for maintaining the physical and operational condition of all issued items.

4. AppleCare Protection & Repair Policy

CRITICAL REQUIREMENT: 24-HOUR REPORTING RULE

All school-issued student devices are fully protected by AppleCare. In the case of a lost, stolen, or damaged device, the incident **MUST** be reported to the school within 24 hours of occurrence. All repairs take place off-site and can take up to 10 days, depending on parts availability. Clark cannot guarantee a temporary replacement or loaner laptop during the repair window.

Under this policy, repairs resulting from hardware or software malfunctions are fully covered. However, students and parents/guardians remain responsible for complying with school policy regarding the care, security, and prompt reporting of any physical damage, loss, or theft of the equipment.

5. Component & Accessory Responsibility

Accessories issued with the laptop are not covered under the standard AppleCare damage repair agreement and remain the sole responsibility of the student:

- **Charger Replacement:** Students are solely responsible for keeping their issued power adapter in good condition. Lost, stolen, or damaged chargers must be replaced at the student's/parent's expense.
- **Protective Case Replacement:** The protective hard-back case must remain installed on the device at all times. Cracked, heavily damaged, lost, or stolen cases must be replaced at the student's/parent's expense.

6. Acceptable Use Policy

The school-issued laptop is intended strictly for educational purposes. Students are prohibited from installing applications that are not pre-approved by Clark. Personal files, photos, or heavy media should not be stored locally on the device's hard drive.

To prevent data loss, students are required to regularly back up all important documents, assignments, and projects. All students have access to **unlimited cloud storage via Google Drive**, which is automatically connected through their student Clark account. For questions or support regarding storage and backups, please contact **Mr. Watson (cwatson1@irsc.edu)**.

Clark conducts regular administrative audits to ensure compliance with this policy. Any violation of these terms will result in an initial warning and an opportunity for the student to correct the issue. Repeated or severe violations may result in the immediate revocation of laptop privileges.

7. G Suite for Education

By signing below, the parent/guardian permits Clark to create and maintain a G Suite for Education account for their child. Google will collect, use, and disclose information about the student solely for the purposes described in the detailed notice provided at Clark's AUP Agreement Notice. Without this consent, a G Suite account cannot be provisioned, which may affect the student's academic workflow.

8. Delivery and Acceptance

Upon receiving the laptop and charger, the undersigned acknowledge that all items are in good condition and full working order. Serial numbers and school barcode labels have been verified as correct. Acceptance of this laptop confirms the user's and parent's/guardian's full responsibility for the equipment, subject to the AppleCare coverage terms, accessory replacement rules, and the mandatory 24-hour reporting rule.

By signing below, you acknowledge that you have read, understood, and agreed to all terms of this Laptop Use and Acceptable Use Policy.

X

—
Student Signature

—

Date

X

—
Parent/Guardian Signature (G Suite Consent)

—

Date

X

—
Parent/Guardian Signature (Receipt of Equipment)

—

Date

FOR OFFICE USE ONLY

Laptop Serial Number: _____

School Barcode Number: _____

Date Issued: _____ | Staff Initials: _____