

ECA Teacher Laptop and Software Program Year 2009-10

This program is designed to place laptops in the hands of teachers. In the program, the teacher invests a portion of the cost of the laptop and it becomes the property of the teacher. The laptop replaces the desktop computer provided by the school. This program has been very successful for a number of years here at ECA.

The laptops are meant to last and replace the teacher desktop machine provided by the school for a period of four years. A limited number of machines will be available for the program each year. The limitation is based upon the number of teacher or admin machines due to be replaced that year.

Who is eligible to participate?

Full-time teachers who have at least one year remaining on their contract and have a desktop assigned to them as part of their job are eligible to participate.

What does the program include?

The laptop package includes carrying case, security cable lock, four year warranty and accident coverage. In addition, the school will provide software packages that you may use as long as you are an employee of the school. The school is responsible for most maintenance during your participation in the program (see details below).

Terms: What will it cost me?

For laptops purchased in the 2009-10 school year the cost to the school for the full package is about \$1700.

Your Cost:

- ✓ A teacher who participates in the program for the full four years will contribute \$200, you must authorize ECA to deduct that amount in two installments of \$100.00 each, from your August and November 2009 pay.
- ✓ A teacher who chooses to participate in the program for only three years or terminates their participation early after three years will contribute an additional \$375.00 in addition to the \$200.00 initial fee.
- ✓ A teacher who chooses to participate in the program for only two years or terminates their participation early after two years will contribute an additional \$750.00 in addition to the \$200.00 initial fee.

- ✓ A teacher who chooses to participate in the program for only one year or terminates their participation early after one year will contribute an additional \$1125.00 in addition to the \$200.00 initial fee.

What are the school's responsibilities?

1. Machines will be purchased with cable security locks and a carrying case.
2. Laptops will be provided with operating system and a package of licensed software. Teachers/participants are responsible for ensuring that any additional software installed on the machine is legally licensed.
3. Machines will have a four year warranty. The school will service machines or assist with receiving warranty service within the four year period. Cost of service outside of warranty service will be the responsibility of the school as long as problems are not associated with damage caused by misuse. The exception is the battery which has a three year warranty. The teacher will be responsible for battery replacement outside of the three year warranty.
4. The Director of Technology will provide a complete description of the computer and software to be included to prospective participants in advance.
5. You will be given complete user privileges on your laptop to install/delete programs, and configure it as you wish.

What are my responsibilities?

1. Teachers/participants are responsible for taking reasonable care of machines to ensure they are not damaged, lost, or stolen.
2. The school will maintain an insurance policy for loss that will have coverage within Venezuela. In case of loss, the teacher/participant will be responsible for the deductible of approximately \$350. If the laptop is taken out of Venezuela and is lost, the teacher will be responsible for the full cost of replacement.
3. Teachers are obligated to bring the laptop to school each school day.
4. Teachers must ensure that when laptops are at school they are secured with the security cable lock which is provided as part of the purchase.
5. All service needs must be addressed by the ECA Technology Department while you are still a participant of the program. You are not to seek outside service.
6. Once you terminate your participation of the program either at the end of four years or earlier, ECA has no obligation to provide service for that machine.
7. When you leave the employ of the school, all software licensed to the school and provided to the teacher as part of the program must be removed.

APPLICATION TO PARTICIPATE IN THE ECA TEACHER LAPTOP PROGRAM

Name: _____ Position: _____

I have read, understood, and agree to the above responsibilities and terms. In addition, I agree that charges assessed for repairs or termination from the program will be deducted from my payroll.

- I would like to participate in the Teacher Laptop Program for four years. I authorize payroll to deduct \$200 in two installments of \$100.00 each, from my August and November 2009 pay.
- I would like to participate in the Teacher Laptop Program for three years. I authorize payroll to deduct \$575 in two installments of \$267.50 each, from my August and November 2009 pay.
- I would like to participate in the Teacher Laptop Program for two years. I authorize payroll to deduct \$950 in two installments of \$475.00 each, from my August and November 2009 pay.
- I would like to participate in the Teacher Laptop Program for one year. I authorize payroll to deduct \$1325.00 in two installments of \$662.50 each, from my August and November 2009 pay.

Signature

Date