



To The Business Office
St John's International School ("The School")
Drève Richelle 146,
1410 Waterloo
Belgium

August 2011

- **Student Netbooks Scheme**
- **Order form and Loan terms and Conditions for parents of Middle School students:**

As required by the educational programme in St John's Middle School, we agree to provide a Netbook for our child(ren) through the Student Netbooks Scheme and agree to the loan conditions as described below for the School year 2011-12. We understand we will receive the following under this scheme.

1. Netbook
 2. Protective Pouch
 3. Power adapter
1. The Netbook will remain the property of the School. The School's IT Department will provide you with the software/applications necessary to support the curriculum. Only School approved software will be pre-installed and supported. No other software is allowed. It is not permitted to install additional software.
 2. No stickers, pen marks or personalizing of the Netbook is allowed.
 3. Maintenance and tech support will be provided by the IT Department. Please note throughout the year, you will be periodically expected to turn your Netbook in to the IT Department for scheduled maintenance. You will be notified well in advance and given a few alternative options regarding timing. No support will be provided for machines owned by students.
 4. All Netbooks will need to be returned to the IT Department in June each year for maintenance and updates. Exception to this would be Grade 11 students who need to work on essays during the summer between their 11th and 12th grade years.
 5. You are responsible for backing up all necessary documents, folders, files and items on the Netbook. The IT Department will not back up your Netbook and the School cannot be held responsible for any documents, folders, and files lost during maintenance or malfunction of the Netbook.
 6. You will have full wireless access on campus.
 7. Your Netbook can be used in and outside of school with the exception of grade 6 students whose netbook will only be used in school. The machine is your full responsibility at all times in regards to loss, theft or damage
 - a) Please note that for the loss, theft you will be liable for a penalty charge of Euros100. Where the cost of repair exceeds 100 euros, you will be liable for the full cost of repair up to, but not exceeding the cost of a replacement netbook. The school will retain the deposit against further loss or damage.
If you travel with your Netbook we recommend you obtain travel insurance, which can be written to cover loss and/or damage of the Netbook. MS Students will not be permitted to take their netbook on sports trips. Grade 6 students will not be allowed to take their netbook outside of school without prior authorization from the MS school principal and MS ICT coordinator.
 - b) Please use and care for this Netbook as you would any other piece of school equipment entrusted to you: with the reasonable care, safety and security of property and user in mind.
 - c) Netbooks should be securely locked in the student's locker when not in use in class.
 - d) A protective sleeve is provided with the Netbook, please use this at all times when transporting your Netbook

8. If your child (ren) end their schooling at St John's, the machine is to be returned to the school with all associated peripherals (case, power adapter) and in the same condition you received it.

GRADE (2011-12 School year)	Last Name	First Name	Deposit 100€/netbook

Deposit of 100 Euros to be paid through to:

St. John's International School
ING Bank
Chaussee de Tervuren 198F, 1410 Waterloo
Account number 310-0300200-71
IBAN: BE49 3100 3002 0071

QUOTE REFERENCE "IT220369"

Signed and dated, read and understood

Signature

Name of Parent/Guardian

Date