



May 13, 2011

Sally Garza  
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440-832-7840 direct

Dear Parents:

Preparation for the 2011-2012 academic year is underway. Students and teachers are using technology to enhance the learning environment, organize content, master study skills, assist the learning process, and gain computer skills necessary to succeed in our ever-changing world of technology. Students at Lawrence School will continue to be taught through direct instruction, but will now have the unique opportunity of experiencing technology integrated curriculum throughout the day, at home and school.

All freshmen are required to purchase a tablet PC, which will be used both at school and at home for homework, throughout their high school career at Lawrence School and beyond. The tablet is a family investment, maintained by Lawrence School throughout the four years they are enrolled here. Upon purchase, the tablet will be programmed for use and given to the student at the beginning of the academic year. The student will be able to take the tablet home on the weekends, over all school breaks, and during the summer. Occasionally, the tablet will be turned in to the Technology Department to be upgraded and cleaned so optimum use can be assured.

We appreciate the financial commitment the tablet program requires. We try to balance the investment with hardware and software that will last and be useful for at least 4 years, including a comprehensive warranty program.

Enclosed are all of your purchasing and lease-to-own options for the tablet computer. Additional information about pricing, specification of computers and information about our Tablet One-To-One Program are included as well. Please be aware of the June 3, 2011 due date for all the deposits for the tablet purchase or lease-to-own options. This due date ensures that computers ordered on June 3, 2011 will be delivered to the school and be ready to use by the beginning of the 2011-2012 school year. Computers will take approximately 6-8 weeks for delivery from our manufacturer as well as additional setup by the Lawrence School Technology Department before tablet computers can be used by students.

Our goal is to ensure that this significant investment reaps positive and long term benefits for each student and family as well as insuring that students have the necessary technological and assistive technology tools needed to be successful academically.

If you have any questions regarding the information about the tablet program being sent at this time, please contact Sally Garza, Director of Technology, at 440-832-7840 or email at [sgarza@lawrenceschool.org](mailto:sgarza@lawrenceschool.org).

Sincerely,



Sally Garza

**Information about Tablet Program  
For New High School Students  
2011-2012**

The purpose of this document is to explain the mechanics of the *Tablet One-to-One Program* to Lawrence School parents.

**Please read the following information carefully.**

A Purchase Agreement or one of the Lease-To-Own Agreements must be completed and returned to Joe Adamo of the Lawrence School Business Office along with a check covering the deposit no later than June 3, 2011.

This due date ensures that computers ordered on June 3, 2011 will be delivered to the school and be ready to use by the beginning of the 2011-2012 school year. Computers will take approximately 6-8 weeks for delivery from our manufacturer as well as additional setup by the Lawrence School Technology Department before tablet computers can be used by students.

If you have any questions about any part of the Tablet One-To-One Program, including financing options, technical specifications, warranty or repair issues, or how the tablets will be used in the high school classrooms, please contact:

Sally Garza  
Director of Technology  
10036 Olde Eight Road  
Sagamore Hills, OH 44067  
440-832-7840  
[sgarza@lawrenceschool.org](mailto:sgarza@lawrenceschool.org)

Please return all agreements and payments to:

*Joe Adamo, Business Office  
Lawrence School – Lower School Campus  
1551 E. Wallings Road  
Broadview Hts., Ohio 44147  
440-832-7827  
FAX 440-526-2910  
[jadamo@lawrenceschool.org](mailto:jadamo@lawrenceschool.org)*

## Information about Tablet Program For New High School Students 2011-2012

### **THE LAWRENCE SCHOOL TABLET COMPUTER BUNDLE**

The Tablet Computer bundle that we are offering for the 2011-2012 school year is the Lenovo ThinkPad X220 Convertible Tablet PC. The ThinkPad X220 Tablet is the smallest and lightest 12" convertible widescreen tablet computer. This model has the ability to function both as a tablet and an ultra-portable laptop computer, providing the flexibility to take handwritten notes directly on the screen with the Tablet Digitizer Pen. This Tablet PC will come with the standard Lawrence School software suite and 4 year extended & accidental damage warranty.

More specifics about this tablet are included on the Purchase Agreement/Lease Agreements.

Please note that these tablet computers **do not** come equipped with floppy drives or optical drives (CD or DVD players/burners) since they add to the weight of the tablet and also are sources of possible damage. For students/families who need or would like the option of a floppy or optical drive, we will be glad to recommend external devices that will meet your needs. A few loaner external CDRW/DVD drives will be available for use in the Tech Office. We also recommend that students use a USB Pen or use their school Google Docs account if they wish to transfer data from their tablet computer while away from school, since at school, network drives make sharing data very easy.

Further information about the specifications of the Lenovo ThinkPad X220 Tablet PC will be available on Lenovo's web site at <http://shop.lenovo.com/us/products/professional-grade/thinkpad/xtablet-series/x220-tablet/index.html>

We are sensitive to the fact that the tablet computer program is a serious financial commitment for parents. The goal of the tablets is that they be a one-time purchase during a student's high school career. The specifications of each tablet are such that it should last in reasonable condition for a minimum of 4 years.

*The purchase price of the Lenovo ThinkPad X220 Tablet PC as specified above is **\$2,101.41**. However due to economic factors, we are offering 2 different lease-to-own option in addition to the outright purchase option. Please see the attached agreements for more details.*

***The school is not able to provide hardware maintenance, software support, repair service, or loaner units for tablets/laptops other than the official Lenovo models purchased through the Lawrence School' One-To-One Tablet Computer Program.***

**Therefore, all other makes and models of tablet computers are unacceptable for use at Lawrence School.** We also strongly discourage you from purchasing a Lenovo ThinkPad X220 Tablet PC from a discount or mail order vendor outside the Lawrence School's One-To-One program. Although the advertised price may appear attractive at the outset, it has been our experience that **our** price is lower in the end, given an apples-to-apples comparison, including hardware, software, warranty, and maintenance services.

A specific detailed pricing list is included in the purchase and lease agreements.

# Information about Tablet Program For New High School Students 2011-2012

## **TABLET COMPUTER FINANCING**

Lawrence School is offering the tablet computers for outright purchase and 2 different lease-to-own options.

### **Purchasing Tablets:**

- A nonrefundable deposit of **\$350.00** per Tablet Computer is required by June 3, 2011.
- The balance of the purchase price of the tablet, which is **\$1,751.41** is due by Monday, August 15, 2011.
- Tablet Computers will not be delivered to students until the purchase price has been paid in full.

### **Lease-to-Own Tablets:**

- Lawrence School will act as Lessor of the tablet computer and retain ownership of the tablet computer until the end of the lease period when the lease-to-own purchase price has been paid in full by the Lessee. When the lease-to-own purchase price has been paid in full at the end of the lease period, the equipment's ownership will transfer from Lawrence School to the Lessee. Until such time that the full lease-to-own purchase price is paid in full, Lawrence School will retain ownership of the equipment.
- A nonrefundable deposit of **\$200.00** per tablet computer must be enclosed with this Lease-to-Own Purchase Agreement. **No refunds of deposits will be made.**
- Depending on the term of the lease period (12 or 24 months), the monthly payments will be **\$166.67** for 12-month leases and **\$89.58** for 24-month leases
- During the term of the lease period, monthly payments must be paid no later than the 5<sup>th</sup> of each month. Late payments or missing payments will result in the leased equipment's confiscation by the Technology Department at Lawrence School until arrearages are eliminated
- During the lease period, defined as the period of time when there is any outstanding balance due under this lease agreement, students will have certain restrictions on the use of their tablet computer, including a restriction that students must turn in leased tablet computers to the Technology Department before every school break (Winter, Spring, and Summer breaks) and students will not have the ability to load 3<sup>rd</sup> party software or change certain computer settings.

Tablet computers will not be delivered to students until the balance of the purchase price has been paid in full and until the student successfully completes Tablet Training in Learning Strategies class or mutually agreed upon time if student is not scheduled in Learning Strategies class.

The June 3, 2011 deadline for the deposit is necessary so that we can order the tablet computers for delivery in time for the opening of the 2010-11 school year on August, 2011. If your deposit is not received by June 3, 2011, we cannot ensure delivery of your Tablet Computer prior to the start of school in August. *This may have an effect on your son or daughter's academic success at school since they will not have the required tools to complete class work.*

We will accept both check and credit card payments for tablet payments. However, there will be a surcharge for all credit card orders of 2.5% of the charge amount. This would amount to \$52.54 for the purchase of a tablet computer. *There is no surcharge for paying by check.*

## **OTHER TABLET COMPUTER INFORMATION**

All computers purchased through Lawrence School will come with a 4-year warranty including accidental damage protection. While students are enrolled at Lawrence School, students may take their computers to the Technology Office where they can get their computer fixed. There is a repair technician available most days to

## **Information about Tablet Program For New High School Students 2011-2012**

handle most repairs. However, the warranty does not cover malicious intentional damage. If a student is maliciously damaging their own or other computers, they will no longer be able to use the Lawrence School Technology Office for repairs; we would turn over warranty information directly to the parent to work with Lenovo on your own. There also may be school consequences based on malicious damage of equipment.

The battery only has a 1 year warranty. Please be advised that most computer batteries will deteriorate within 2 years (on average). There will be an additional cost to replace the battery after the 2 year battery cycle. We do offer replacement batteries for sale in the Technology Office as well as other replacement parts not covered under warranty due to loss/stolen (power chargers and tablet digitizer pens)

### **Replacement part prices (not covered under warranty):**

- Digitizer pen: \$50
- Power Charger: \$60
- Replacement Battery (*recommended after 2 years*): \$150

Additionally, if there is repeated damage to a specific computer, Lenovo Warranty may charge a fee for specific part replacement.

The Technology Repair Office at the Upper School is available to all students who purchase or lease-to-own their tablet computer through Lawrence School, as well as, all school owned staff and Middle School computers. Most repairs will be provided free of charge through the Technology Repair Office. However, there may be fees associated to the Technology Repair Office in the following situations:

- Reimaging computer (1<sup>st</sup> reimage for software issues are free; after 1<sup>st</sup> reimage, there is a \$25 fee)
- Broken/missing keys on keyboard (1<sup>st</sup> keys replaced for free; \$25 fee after the first keyboard replacement)
- Replacing hard drive cover (1<sup>st</sup> replacement for free; \$15 fee after first replacement)
- Repairing/inoculating viruses and spyware from computers (1<sup>st</sup> cleaning free; \$20 fee for subsequent cleanings)

Students will be individually responsible for the safety of the tablet while in use at Lawrence School. Lawrence School is not responsible for lost or stolen tablet computers. Parents are encouraged to inquire if the tablet will be covered under their existing home insurance policy. Parents may also select to purchase a subscription for LoJack for Laptops from Computrace if loss/stolen tablets are a big concern. Please contact the Director of Technology for additional information or go to <http://www.absolute.com/en/lojackforlaptops/home.aspx>.

High school teachers will require students to have computers with them for classes and homework. Students are expected to bring computers to school each day, with a charged battery and ready to use in the classroom. Many teachers will also assign work to be done online or via programs directly loaded to their computers. If students are in need of repairs on their computer, loaner computers will be available but that not all students are guaranteed a loaner each time their computer is in for repair.

## Information about Tablet Program For New High School Students 2011-2012

**DELIVERY SCHEDULE:**

**We have a firm deadline of June 3, 2011, for return of the Agreement forms and deposits, and would like to have them returned as soon as possible.**

Based on these commitments, we will order the Tablet Computers for delivery to students as indicated in the table below.

**Steps to Follow to Purchase a Tablet Computer:**

<u>Task / Event</u>	<u>Deadline</u>
Parents return completed Purchase Agreement or Lease-to-Own Agreement form to the Lawrence School Business Office along with a check for \$350.00 per Purchased tablet or \$200 per Lease-To-Own tablet to cover the nonrefundable deposit	Friday, June 3, 2011
Balance of Purchased tablet purchase price due in full. Tablets will not be delivered to students whose balance has not been paid in full.	Monday, August 15, 2011
Monthly payments for Lease-to-Own tablets must be paid on time to avoid confiscation of student computer.	1 <sup>st</sup> of each month
Tablet computers will not be delivered to students until the balance of the purchase price has been paid in full and until the student successfully completes Tablet Training in Learning Strategies class or mutually agreed upon time if student is not scheduled in Learning Strategies class.	September 2011