

**Rules and Regulations  
of Our Treasure Highland Computer Project (OTHCP)  
at Nohana Primary School, Lesotho**

7 December 2010

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**A. OTHCP Program Outline**

The purpose of this project is to improve the educational resources available to primary school students in this remote region of Lesotho. It is hoped that this will improve the quality of their education, enable them to pursue a higher education, and provide them with better life skills and marketable job skills.

The Our Treasure Highland Computer Project (OTHCP) at Nohana Primary School, with the support of the nonprofit organization Laptops to Lesotho Inc., now has 50 XO laptops. These XO laptops are the sole property of Nohana Primary School.

Each teacher at the school will be assigned a laptop. These laptops may be used for both school and personal use. Teachers will be required to sign contracts with the school governing the care and use of the XO laptops.

Students of all grades will have the opportunity to use XO laptops in the classroom. Students in grades 5, 6, and 7 will also be given the opportunity to earn the right to sign-out an XO laptop for use outside school and at home during after-school hours, weekends, and short breaks. Students who choose to participate in this program will be required to sign a contract with the school governing the care and use of the laptop. Parents or guardians of these students will also have to sign similar contracts. These contracts will remain valid to the end of each school year.

The program has a generator, solar panel, and batteries for charging the laptops. There is also a PC computer available as a network server. The school is in the process of negotiating a contract for internet service.

**B. Proper Use and Care of XO Laptops**

1. XO laptops can only be used during assigned class times or when a student has earned the right to sign out an XO laptop.
2. XO laptops must be returned to the school at the start of each school day.
3. XO laptops are not water-proof. They should never be submerged in water. When closed, XO laptops are water-resistant. When the antennas are raised, the XO laptops can be damaged by water.
  - Care should be taken at all times to prevent the laptops from getting wet. They should be kept away from water or other fluids, and they should be kept out of the rain.
  - If a person is caught in the rain with an XO, they should make sure it is completely closed and should try to protect it from the rain.
  - If an XO laptop becomes wet, the laptop must be allowed to dry, inside and outside, before it is used.
  - Do not connect a wet XO laptop to a power source.
  - Do not use an XO laptop that has become more than slightly damp, and return it to the school as soon as possible.
4. XO laptops are dust-resistant; however, care should be taken to limit exposure to dust, especially wind-blown dust. Close the antennas any time an XO is exposed to dusty conditions.
5. XO laptops are very sturdy, but they should not be dropped, stepped on, kicked, or handled roughly. If the case is cracked, do not use the laptop.
6. Keep XO laptops away from fires, candles, paraffin lamps, stoves, and any other source of flames or high heat.
7. Batteries:
  - Children should not be allowed to remove or handle XO laptop batteries.
  - If a battery is cracked or broken, it should be buried or disposed of where it will not be accessible to children.
  - Do not burn used batteries.
8. XO laptops are designed for children 6 years old or older. Children under 6 should not be allowed to handle an XO laptop.
9. Use caution around XO laptops that are plugged into a power source.
  - Cords present a tripping hazard, especially to children.
  - Electricity is dangerous. Young children should not be allowed to handle the XO laptop cord, adapter or plug when the XO is attached to a power source. Older children should be supervised if they are helping to charge the XO laptops.
  - Never pull on the cord to unplug an XO laptop. Always hold the plug to pull it out of a socket.
  - Never use a cord that is frayed, has exposed wires, or a loose plug or connector.
10. Never carry an XO laptop by the cord, plug, or antenna. Hold it by the handle.

11. To clean the outside of the laptop, use a dry or very slightly damp cloth. Do not use soap, detergents, oils, chemicals, paraffin, or solvents on the laptop.

### C. **Point System**

A point system will be used for classes 5, 6, and 7 students wishing to earn the right to take an XO laptop home. The point system will encourage them to perform useful tasks for the school, display responsible behavior, and develop a sense of pride in having earned the opportunity to use a laptop outside the regular classroom setting.

1. Classes 5, 6, and 7 will each have a point system chart on display in the classroom. This will include a list of each student's name and their current point status. There will also be a poster with detailed description of how points can be earned or lost.
2. The classroom teacher will update the chart on a regular basis.
3. Students will receive points only from their class teacher. However, other teachers, the principal, and parents can report to the class teacher student behavior deserving of points. It will be up to the class teacher whether to give points.
4. Students must collect 30 points to earn the right to take an XO laptop home.
5. For each task or behavior displayed, students will earn 1 point.
6. Students can lose points for mistreating the XO laptops, being disobedient, displaying inappropriate behavior, or not following rules in the classroom, at school, or at home.
7. There is a 3-point safe zone for students who lose points after earning 30 points and the right to take a laptop home. If they drop down to 27 points, they will lose the right to take the laptop home.
8. Any teacher or parent may take an XO laptop away from a student who is misusing it. If this happens, this will not be resolved through the point system, but will be handled on a case-by-case basis.
9. Any time in the future, teachers may re-evaluate, update or amend the point system to improve its effectiveness.

### D. **Problem Resolution & Chain of Command**

A chain of command has been set up for resolution of problems and disagreements about the XO laptops' care and use.

1. Parents and students should report any problems directly to the student's classroom teacher. Teachers of other classes should also report any problems to the teacher who has that student in his/her classroom.

2. The classroom teacher will be responsible for handling and resolving most issues involving the XO laptops, parents, and/or students in their class.
3. If a situation can not be resolved to the satisfaction of all parties, the teacher should report to the school principal, and it becomes his responsibility.
4. If the principal cannot resolve an issue, he will take it to the School Board.
5. If the School Board cannot resolve the issue, they may take it to an independent arbitrator. However, if the situation involves a criminal offense, the Board has the option of taking the matter to the police.
6. Situations involving loss of privileges, laptop damage, loss, theft or an attempt to illegally sell an XO laptop, and/or imposition of a fine must be recorded in writing. Each school employee or official involved in the incident must write a detailed report and enter it into an official school log book.

#### **E. School Safety Precautions**

The school will take certain precautions to protect the XO laptops while they are at the school. These precautions will include metal burglar bars on all doors and windows where computer equipment and power system equipment is stored. Doors will all have stout locks. Access to the keys to these locks will be controlled by the principal. When the XO laptops are not being used or charged, they will be stored in a locked cabinet.

An inventory of the XO laptops will be made once a week to ensure that all laptops are accounted for.

#### **F. Damage, Loss, or Theft of XO Laptops and other equipment**

Damage:

If an XO laptop is damaged beyond the wear and tear of normal use while in a student's possession away from school, the student and his/her family or guardian will pay a set fine or complete a certain amount of work for the school as retribution for the damage. Fines and amount of work will be determined in a separate fee schedule.

If an XO laptop is damaged beyond the wear and tear of normal use by a student while at school, the school will be responsible for repairs, and no fine will be issued. However, the student may lose privileges, depending on the circumstances. Each case will be reviewed on an individual basis.

If an XO laptop is damaged beyond the wear and tear of normal use while in a teacher's possession, regardless of location, the teacher must pay a fine as retribution for the damage. A teacher may not work off the cost of the fine.

Fines:

Fines will be paid to Nohana Primary School in a timely manner determined by the principal.

#### Loss or Theft of an XO Laptop:

If an XO laptop is lost, it is the responsibility of the person who lost it to pay for a replacement. The school will investigate the circumstances leading up to the loss. Depending on the results of that inquiry, the matter may be referred to the Ketane police. A written report detailing the circumstances of the loss and any action taken by the school will be sent to Laptops to Lesotho.

If an XO laptop is stolen, it must be reported to the Ketane police. The school and community will be expected to participate in the investigation. Any attempts to sell an XO laptop will be treated in the same manner.

In the event of a loss or theft of an XO laptop, no additional XO laptops will be donated by Laptops to Lesotho until a copy of the police report and investigation results and/or a satisfactory written explanation from the school are received by Laptops to Lesotho.

Laptops to Lesotho cannot and will not pay to replace lost or stolen laptops. This could encourage further theft. If there is an unreasonable amount of loss or theft, Laptops to Lesotho retains the right to discontinue the program until the disappearance of the laptops is brought under control and extra security measures put in place to prevent further loss or theft. The cost of these extra measures must be paid for by the school and/or community.

#### **G. XO Laptop Repair & Fuel Costs**

##### Repairs:

Basic repairs, like keyboard replacement and touchpad cleaning or replacement, will be performed by the teachers at Nohana Primary School. For more advanced repairs, the XO laptop will be sent to an experienced repair person in Maseru. If it cannot be repaired in Maseru, consideration will be given to having it repaired at an official OLPC XO laptop repair center outside the country. However, if repair costs and postage will exceed the value of the laptop's component parts or the cost of full replacement, the laptop will not be repaired and will be used for spare parts.

##### Costs:

Nohana Primary School will raise M700 per year to cover the cost of repairs as well as fuel to run the generator. Laptops to Lesotho will pay for all repair and fuel costs above M700 per year. Repair costs paid by the school from fines received for computer damage, loss, or theft are not included in the school's M700 yearly limit. If the school is using the generator for purposes other than charging XO laptops and running computer system components, those fuel costs will not be paid by Laptops to Lesotho.

Laptops to Lesotho will be notified when costs go over M600. If costs exceed M700, Laptops to Lesotho must be notified so it can assume further costs.

Reporting:

A log of all XO laptop and computer system repairs will be kept by the school. A log of all fuel used for the generator, its purpose, and cost will be kept by the school. Copies of both logs and receipts for repairs and all fuel purchases will be sent quarterly to Laptops to Lesotho.

#### **H. Power Infrastructure**

The school's XO laptops will be powered by a generator donated by Laptops to Lesotho and by an existing solar power system.

If the generator is to be used for purposes other than charging the XO laptops and running the computer system, Laptops to Lesotho must be notified and it will no longer be responsible for maintenance and repair costs. Laptops to Lesotho will continue to pay for the portion of fuel costs used for the OTHCP project when the school's M700 repair/fuel budget is exceeded.

The generator will be operated and maintained by trained teachers and the principal. Repairs will be done by a skilled technician either on-site or in a nearby community like Molepolole's Hoek.

#### **I. Internet Access**

Internet access at Nohana Primary School will be through Vodacom Lesotho service and the school's network server. Installation, monthly service payments (currently set at M699), and repairs will be the responsibility of Laptops to Lesotho. The monthly service payments will be made through the school's existing bank account.

Internet use will be capped, initially at 5 GB per month. If Laptops to Lesotho is unable to raise funds to maintain the cost of this service, it may reduce the monthly service.

Because the service will be capped, internet use will be strictly limited to use by the computers at school. No internet access outside of school will be permitted. Any additional fees resulting from use in excess of 5 GB per month (at M2/1 Mb) will be paid by the school and cannot be counted toward the school's OTHCP M700 yearly limit.

In the event that Laptops to Lesotho is unable to raise funds to cover these obligations, it will notify Nohana Primary School immediately. The school will then notify any companies it has contract obligations with. Specifically, the school will notify Vodacom Lesotho to cancel the school's internet service contract; otherwise, the school will accept responsibility for payment of the monthly fees.

#### **J. Translation**

For purposes of distribution to teachers, parents, guardians, and students of the school who may not be fluent in English, these rules and regulations may be translated into Sesotho and will remain valid.

## **K. Amendment**

These rules and regulations may be amended in the future if Nohana Primary School and Laptops to Lesotho both agree to the amendments.

These rules and regulations governing the Our Treasure Highland Computer Project at Nohana Primary School were agreed to on 7 December 2010 by Janissa Balcomb, representing Laptops to Lesotho Inc., and Matlabe Teba, representing Nohana Primary School.

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Janissa Balcomb  
President, Laptops to Lesotho Inc.

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Matlabe Teba  
Principal, Nohana Primary School

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**Our Treasure Highland Computer Project  
at Nohana Primary School  
Student & Parent/Guardian Fine Schedule  
2011**

Parents or guardians who have signed a Computer Use Contract with Nohana Primary School are responsible for the care and protection of XO laptops that their child takes out of school.

If an XO laptop their child has taken out is damaged, lost, or stolen, the parents or guardians are accountable and must pay a fine or perform work for the school in lieu of payment of the fine.

Fines will be paid by parents or guardians of students who have taken an XO laptop away from school, regardless of who actually caused the damage or loss to that laptop.

Fine Categories:

- Level 1 – Repairs cost less than or equal to M200
- Level 2 – Repairs cost more than M200 but less than or equal to M800
- Level 3 – Repairs cost more than M800

Examples of Repairs by Category:

- Level 1 – keyboard replacement, touchpad replacement, battery replacement  
(These repairs can be performed by teachers at the school.)
- Level 2 – screen replacement, repairs performed in Maseru
- Level 3 – repairs done outside of Lesotho, computer replacement

Fines:

- Level 1 – 30 % of the cost of repairs (no more than M60)
- Level 2 – 30 % of the cost of repairs (no more than M240)
- Level 3 – 30 % of the cost of repairs (no more than M450)

Work for Nohana Primary School, in lieu of payment of fines:

- Level 1 – 4 hours
- Level 2 – 16 hours
- Level 3 – 30 hours

Work may include cleaning, maintenance and repairs, grounds work, gardening, attending class with their child, supervision at sporting events, or any other tasks as assigned by the school.

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## **Our Treasure Highland Computer Project at Nohana Primary School**

### **Teacher Fine Schedule**

2011

Teachers who have signed a Computer Use Contract with Nohana Primary School are responsible for the care and protection of XO laptops they use at school or take away from school.

If an XO laptop a teacher has taken out is damaged, lost, or stolen, that teacher is accountable and must pay a fine. Teachers are not permitted to perform work for the school in lieu of payment of the fine.

Fines will be paid by teachers who have taken an XO laptop away from school, regardless of who actually caused the damage or loss of that laptop.

Fine Categories:

- Level 1 – Repairs cost less than or equal to M200
- Level 2 – Repairs cost more than M200 but less than or equal to M800
- Level 3 – Repairs cost more than M800

Examples of Repairs by Category:

- Level 1 – keyboard replacement, touchpad replacement, battery replacement  
(These repairs can be performed by teachers at the school.)
- Level 2 – screen replacement, repairs performed in Maseru
- Level 3 – repairs done outside of Lesotho, computer replacement

Fines:

- Level 1 – 35 % of the cost of repairs (no more than M70)
- Level 2 – 35 % of the cost of repairs (no more than M280)
- Level 3 – 35 % of the cost of repairs (no more than M525)

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**Computer Use Contract between  
Students in Grade 5, 6, or 7 and Nohana Primary School**

1. As a student of Nohana Primary School, I agree to follow all the rules and regulations of Our Treasure Highland Computer Project (OTHCP) at Nohana Primary School.
2. I promise to handle the XO laptops with care and to protect them from harm.
3. I understand that I must earn the privilege of using an XO laptop outside of school. To earn the right to take a laptop home, I must:
  - a. pass a test about the proper care and use of the XO laptop, with 90% correct answers,
  - b. earn 30 points from the XO Laptop Point System, and
  - c. have my parent or guardian sign a contract with the OTHCP at Nohana Primary School.
  - d. I understand that this privilege can be revoked if I lose 3 points due to my misuse of the XO laptop, misconduct at school or home, or failure to follow the OTHCP rules.
4. When I want to take an XO laptop home, I agree to:
  - a. sign it out and
  - b. bring it to school each and every school day.
5. Whenever I take an XO laptop out of school:
  - a. I may share it with my family, but I promise I will not allow it to be used by younger children or any person who has not been officially trained by the school in proper XO laptop care and use.
  - b. I will take the XO laptop away from anyone misusing it, if possible.
  - c. I will report any misuse, unauthorized use, problems, computer malfunctions, damage, loss or theft of the XO laptop to my class teacher as soon as possible.
6. If a laptop signed out to me is damaged beyond normal wear and tear, is lost, or is stolen, my parent or guardian and I are accountable, regardless of who caused it. My family will pay a fine or perform work for the school in lieu of payment, based on the current OTHCP Fine Schedule.
7. If a laptop signed out to me is lost or stolen, I immediately lose the privilege of taking an XO laptop out of school and may lose that privilege for the rest of the school year.

8. This contract may be revoked at any time without prior notice by either myself, my parent or guardian, or Nohana Primary School.

9. This contract is effective until the end of the current school year.

| Name | Signature | Parental Contract Signed | Class | Date | Initial and Date if Revoked |

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**Computer Use Contract between  
Parents or Guardians of Students in Grade 5, 6, or 7  
and Nohana Primary School**

1. As the parent or guardian of a student of Nohana Primary School, I agree to follow all the rules and regulations of Our Treasure Highland Computer Project (OTHCP) at Nohana Primary School.

2. I have had instruction from Nohana Primary School in the proper care of XO laptops.

3. I have demonstrated that I understand the proper care of XO laptops.

4. I promise to handle the XO laptops with care and to protect them from harm.

5. When my child brings an XO laptop:

a. I will provide a safe place in my home to store it when it is not being used.

b. I agree to allow my child time to use the XO laptop at home.

c. I will ensure that my child returns the XO laptop to school at the start of each school day.

d. I understand that my child may share it with family members, but I promise I will not allow it to be used by younger children or any person who has not been officially trained by the school in proper XO laptop care and use.

e. I will take the XO laptop away from anyone misusing it.

f. I will report any misuse, unauthorized use, problems, computer malfunctions, damage, loss or theft of the XO laptop to my child's class teacher as soon as possible.

6. If an XO laptop that is signed out to my child is damaged beyond normal wear and tear, is lost, or is stolen, I am accountable, regardless of who caused it. I will pay a fine or perform work for the school in lieu of payment, based on the current OTHCP Fine Schedule.

7. If an XO laptop signed out to my child is lost or stolen:

a. my child will immediately lose the privilege of taking an XO laptop out of school and may lose the privilege for the remainder of the school year,

b. I will cooperate fully with any investigation conducted by the school and/or the police looking into the loss or theft, and

c. I will pay a fine to the school, based on the current OTHCP Fine Schedule.

8. This contract may be revoked at any time without prior notice by either myself or Nohana Primary School.

9. This contract is effective until the end of the current school year.

| Student's Name | Parent/Guardian Name | Parent/Guardian Signature or Mark | Class | Date Signed | Initial and Date if Revoked |

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**Computer Use Contract between  
Teachers and Nohana Primary School**

1. As a teacher employed at Nohana Primary School, I agree to follow all the rules and regulations of Our Treasure Highland Computer Project (OTHCP) at Nohana Primary School.

2. I promise to handle the XO laptops with care and to protect them from harm.

3. Whenever I take an XO laptop out of school:

a. I will provide a safe place in my home to store it when it is not being used.

b. I may share it with my family, but I promise I will not allow it to be used by young children or any person who has not been officially trained in proper XO laptop care and use.

c. I will take the XO laptop away from anyone misusing it.

d. I will report any misuse, unauthorized use, problems, computer malfunctions, damage, loss, or theft of the XO laptop as soon as possible. If it involves a Nohana Primary School student, I will report it to their class teacher. For all others, I will report it to the school principal.

4. If a laptop signed out to me is damaged beyond normal wear and tear, is lost, or is stolen, I am accountable, regardless of who caused it.

a. I will immediately lose the privilege of taking an XO laptop out of school and may lose that privilege for the remainder of the school year,

b. I will cooperate fully with any investigation conducted by the school and/or the police looking into the loss or theft, and

c. I will pay a fine based on the current OTHCP Fine Schedule.

5. This contract may be revoked at any time without prior notice by either myself or Nohana Primary School.

6. This contract is effective until the end of the current school year.

| Name | Signature | Date | Initial & Date if Revoked

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**Contract between Laptops to Lesotho Inc.  
and Nohana Primary School**

Laptops to Lesotho Inc. agrees to abide by the rules and regulations of the Our Treasure Highland Computer Project (OTHCP) at Nohana Primary School as defined on 7 December 2010. As stipulated in that document, Laptops to Lesotho Inc. agrees to raise funds to pay OTHCP for:

- XO laptop maintenance and repair, and fuel, oil, and basic supplies for the generator to provide power to the XO laptops, network server, internet router, printer/scanner/fax machine, and other computer peripherals in excess of M700 per year and
- internet access monthly fees for 5 GB per month capped service from Vodacom Lesotho.

A log of all XO laptop and computer system repairs will be kept by the school. A log of all fuel used for the generator, its purpose, and cost will be kept by the school. Copies of both logs and receipts for repairs and all fuel purchases will be sent quarterly to Laptops to Lesotho.

The school's XO laptops will be powered by a generator donated by Laptops to Lesotho and by an existing solar power system. If the generator is to be used for purposes other than charging the XO laptops and running the computer system, Laptops to Lesotho must be notified and it will no longer be responsible for maintenance and repair costs. Laptops to Lesotho will continue to pay for the portion of fuel costs used for the OTHCP project when the school's M700 repair/fuel budget is exceeded.

In the event of a loss or theft of an XO laptop, no additional XO laptops will be donated by Laptops to Lesotho until a copy of the police report and investigation results and/or a satisfactory written explanation from the school are received by Laptops to Lesotho.

Laptops to Lesotho cannot and will not pay to replace lost or stolen laptops. This could encourage further theft. If there is an unreasonable amount of loss or theft, Laptops to Lesotho retains the right to discontinue the program until the disappearance of the laptops is brought under control and extra security measures put in place to prevent further loss or theft. The cost of these extra measures must be paid for by the school and/or community.

Internet access at Nohana Primary School will be through Vodacom Lesotho service and the school's network server. Installation, monthly service payments (currently set at M699), and repairs will be the responsibility of Laptops to Lesotho. The monthly service payments will be made through the school's existing bank account.

Internet use will be capped, initially at 5 GB per month. If Laptops to Lesotho is unable to raise funds to maintain the cost of this service, it may reduce the monthly service.

Because the service will be capped, internet use will be strictly limited to use by the computers at school. No internet access outside of school will be permitted. Any additional fees resulting from use in excess of 5 GB per month (at M2/1 Mb) will be paid by the school and cannot be counted toward the school's OTHCP M700 yearly limit.

In the event that Laptops to Lesotho is unable to raise funds to cover these obligations, it will notify Nohana Primary School immediately. The school will then notify any companies it has contract obligations with. Specifically, the school will notify Vodacom Lesotho to cancel the school's internet service contract; otherwise, the school will accept responsibility for payment of the monthly fees.

These rules and regulations governing the Our Treasure Highland Computer Project at Nohana Primary School were agreed to on 7 December 2010 by Janissa Balcomb, representing Laptops to Lesotho Inc., and Matlabe Teba, representing Nohana Primary School.