April 21, 2015

Dear HB Families,

Since 2012, we have required HB Upper School students to bring their own computers to classes on a daily basis. We have a unique “Bring Your Own Device” program where each family makes a choice about the device that best suits their daughter. It has been great to see the possibilities that open up when each student has her own computer.

When school starts in the Fall of 2015, your daughter will be required to bring a laptop computer into school every day. The choice of a specific model of personal computer has been left up to your family, but the device you select must meet the following requirements:

- Minimum battery life of 4 hours
- Wifi: 802.11n
- Non-mobile operating system (Windows, Mac, or Linux)
- Capable of having multiple programs on the screen simultaneously
- 2 or more USB ports

We have identified two devices that exceed our minimum specifications at an affordable price. We believe either of these devices will last your daughter through all four years of her high school career as long as she takes proper care of it.

The Mac device we recommend is the Apple MacBook Air 13”, which retails for as low as $949.

The Windows device we recommend is the Dell XPS 13, which retails for as low as $999.

You have the option of purchasing a device through the school by filling out the attached form. Laptop purchases facilitated by the school will be available for families to pick up just before school starts in August. Please note that we offer this as a convenience, but you are not required to order your laptop through the school. We do ask that every family complete the Laptop Order Form whether or not you are ordering through the school, directly from a retailer, or already own a laptop. You may purchase any device of your choosing that meets the minimum requirements direct from other retailers. Many stores offer educational discounts, so be sure to ask about those.

You may wish to purchase accidental damage protection and/or theft protection. Many retailers offer these with the purchase of new computers, or you could use a third-party company such as SquareTrade or CompuTrace LoJack for Laptops.
In addition, your daughter must have the following software and accessories:

- Protective carrying case (either a sleeve or a backpack with a special slot for a laptop). A sleeve will be included if you purchase your computer through the school.
- Offline Word processor, Spreadsheet, and Presentation programs
  ○ Hathaway Brown School is able to offer Microsoft Office for free to students – additional details will be provided in August.
  ○ LibreOffice is a free download that meets this requirement, available from [http://www.libreoffice.org/](http://www.libreoffice.org/)
- Antivirus software (for Windows PCs)
- Additional programs may be required for specific classes

All families receiving more than 70 percent of tuition and fees in financial aid through the school are eligible for financial support toward the purchase of your daughter’s computer. Please fill out the attached application for financial aid and submit it to Valerie Hughes, Associate Head for Finance and Administration, by **May 15, 2015**. After all applications have been received, the school will contact you with further details.

**Students who currently own iPads or Android tablets:**
We do not feel that a mobile tablet such as an iPad or Android device is an ideal primary computing device for a student in the Upper School, but we understand that there are some students who already own them and are comfortable using them. Because many families have made a significant investment in an iPad or Android tablet for their daughter, we have decided that these are acceptable device for use during a student’s freshman year as long as she has access to a full laptop or desktop computer at home. Please note that this is only for 9th graders. All 10th-12th graders are required to have a laptop with them at school.

Please contact me with any questions. Thank you!

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**Barry Kallmeyer**  
Director of Academic Technology

Tel: 216.320.8786  
Email: bkallmeyer@hb.edu
Families who receive more than 70% of tuition and fees in financial aid are eligible for financial support toward the purchase of a computer. Purchase of the computer must be made through the School and will be limited to the equipment and options designated by the School. Families will be responsible for the amount of the purchase, less the amount of support awarded. This amount must be paid in full at the time of ordering.

Name of Student ___________________________________________ Grade _____

Amount Requested: ___________________________________________

Please submit this application to Valerie Hughes, Associate Head for Finance and Administration by May 15, 2015.

Name of Person Requesting Funds Date Submitted

E-mail Address

I understand that the amount of aid to be awarded will be determined by the amount of funds available, and that submitting an “Application For Financial Aid for Computer Purchase” does not guarantee that aid will be awarded to me.

For Office Use Only

Amount Approved ___________________________________________

Date Awarded _______________________________________________
Hathaway Brown

Laptop Order Form 2015-2016

ALL families of incoming 9th grade students or new students must complete this form.

Exact models may vary depending on price/availability at the time of ordering.

All families applying for financial aid MUST complete this form.

Return this signed form to the US Office by May 15, 2015, along with a completed application for financial aid if necessary. The Business Office will contact all financial aid applicants to review your request.

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>Option 1: I will purchase the <strong>13-inch 128 GB MacBook Air</strong> and protective sleeve through the school.</th>
<th>13’’ 128GB Apple MBA, Protective Sleeve</th>
<th>$975.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT ONE</td>
<td>Option 2: I will purchase the <strong>13-inch 128 GB Dell XPS 13</strong> and protective sleeve through the school.</td>
<td>13’’ 128GB Dell XPS 13, Protective Sleeve</td>
<td>$1,025.00</td>
</tr>
<tr>
<td>SELECT ONE</td>
<td>Option 3: We already own or will purchase a device that meets the minimum requirements.</td>
<td>---</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>Option 1: Please add <strong>SquareTrade Accidental Damage Protection</strong> for the <strong>13-inch MacBook Air</strong> or the <strong>Dell XPS 13</strong>. (You must select option 1 or 2 above.)</th>
<th></th>
<th>$300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT ONE</td>
<td>Option 2: NO – We decline the extra warranty and will either self-insure or purchase another warranty on our own.</td>
<td></td>
<td>n/a</td>
</tr>
</tbody>
</table>

**TOTAL - Please add up your selections above...** $

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>Option 1: Personal check (made out to Hathaway Brown School).</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT ONE</td>
<td>Option 2: Please charge to my HB account. <strong>If the amount for the laptop order is not paid by December 31, 2015, the student will be asked to return the device to the school.</strong></td>
<td></td>
</tr>
<tr>
<td>SELECT ONE</td>
<td>Option 3: We already own or will purchase a device that meets the minimum requirements.</td>
<td></td>
</tr>
</tbody>
</table>

Student First & Last Name: ___________________________ Grad. Year: ___________________________

Parent/Guardian Name: ___________________________ Date: ___________________________

Parent/Guardian Signature: ___________________________ Parent Email: ___________________________