

Labdoo Laptop Request Form

Requester Information:

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Your Name: Zulma Valiente

Your Email Address:

Your Organization : Labdoo Guatemala

Organization Website:

You Labdoo account user name: (this is needed so that Labdoo can assign laptops to your project--registration can be done here: <https://www.labdoo.org/user/register>)

Project title: (a short title for your project)

Project Site:

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1. Project Summary: To provide the school (EL EUCALIPTO) with a small IT center, at least for sixth graders, where the school's Principal will be the teacher. The school is currently having classes for basic internet and IT skills in one lap top owned by the Principal.
2. Project Location: Huehuetenango (main city)
3. Preferred language(s): Spanish
4. On Site Contact Information (please provide at least one way to contact):
 - 4.1. Name: Fredy Vásquez (Director)
 - 4.2. Phone: 502 77 64 96 26
 - 4.3. Email:
 - 4.4. Physical address: Escuela Oficial Urbana Mixta, Colonia El Eucalipto, zona 7, Huehuetenango Cabecera, Huehuetenango. Guatemala.
 - 4.5. GPS coordinates (if you know them or if you can find them out):
5. Number of Laptops Needed: 10
6. Number of students: 492
7. Number of teachers: 18
8. Electricity in the room: (Voltage and plug/socket type, e.g. type A, B, C, D, etc. see following link for explanation of types: 110 WTS American type sockets http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets)
9. Does the room have access to the Internet? [**yes** / no]
 - 9.1. Is the access via wireless or cable? WiFi
10. Conditions about the room where the laptops will be installed:
 - 10.1. Is the room secure? [yes / no + brief explanation] YES, they will use one of the current classrooms, as an IT class
 - 10.2. Can the room be locked in a way that the supervisors (e.g. teachers) can control access? [yes / no + brief explanation] YES, the whole school although in bad shape, is secured every day.
 - 10.3. Is the room weather-proof? (e.g. does the room protect the laptops from rain, sand, etc?) [yes / no + brief explanation] YES, is a roofed, windowed classroom.

***The solicitation of a Labdoo laptop request implies that, upon receiving the laptops, the recipient agrees with the "Labdoo Laptop Recipient Agreement".

Labdoo Laptop Recipient Agreement:

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Dear Laptop receiver:

We are very pleased to have the opportunity to contribute to your project by providing technology to help bridge the digital divide. With every right comes responsibilities. Technology, when adequately used, can

provide very powerful means to aid those that are most in need. But if used improperly, it can also damage our environment. By receiving the above items, you are automatically accepting to abide by the following Labdoo global responsibilities:

- (1) The items received will be used only for the purpose described by your organization at the time you solicited this donation. If you intend to use it for a different purpose, you will contact first the Labdoo team at contact@labdoo.org.
- (2) In the case that an incidence occurs to any of the received items, you will contact the Labdoo team at contact@labdoo.org, including in your email the tagging number of the item(s) related to the incidence and a brief explanation. The following incidences must always be reported:
 - (2.1) At the end of life of any of the received items, so that the item can be properly recycled.
 - (2.2) When an item breaks, malfunctions or any change in its status.
- (3) Every six months, please send an email to contact@labdoo.org with the list of laptops that you have and their status (working or not working).

We thank you for your commitment to make our world a better place and we wish you best of luck in your humanitarian mission.

The Labdoo Team.