

Labdoo Laptop Request Form

Rev. 001

Requester Information:

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Your Name: **AKOUETE Yawo Galé Simon**

Your Phone: **+228 97149010**

Your Email Address: simonakouete@gmail.com

Your Organization: **ONG DRVR-TOGO**

Organization Website: **no**

You Labdoo account user name: **Yawo Galé AKOUETE** (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): **Computer center for pupils education**

Project Site:

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1. Project Summary: (Please provide a brief statement about the purpose that the laptops will serve in your project site.)

High school of Vo-Koutimé is a grammar school in a rural area of Togo, which was created in 1976. After many years on life, the need of teaching computer courses is growing worldwide and our school does not need to remain as the last educational institution in which there is no computer. When we received your contact details, we didn't hesitate to contact your institution. Our main objective is to assist our children for the future with technical education. Because of the lack of IT-material in our school, we need the assistance of Labdoo to go ahead in the fight against digital gap. Our spaces are enough to receive IT-material for training our pupils in IT. In order to promote an adequate education, quality and initiation to computers to the pupils of the general school of Vo-koutimé, the NGO DRVR-TOGO in collaboration with association of parents of pupils and specially the teachers of the said school want to acquire the computer equipment(laptop and others) to open a computer center the premises. Once its laptops are installed, they will initially serve as a computer room for the pupils and also a research and lesson projection center.

2. Project Location: **Vo-Koutime, Togo**

3. Preferred language(s): **French**

4. On Site Contact Information (please provide at least one way to contact):

4.1. Name: **GUEFE Akomola (The Headmaster of school)**

4.2. Phone: **+228 90 27 79 38**

4.3. Email: akomolaguefe@gmail.com

4.4. Physical address (street, city, zip code, country...): **The project site is located within the premises of the Vo-Koutimé high school in the prefecture of Vo in Togo.**

- Street: **Vo-koutimé**

- City: **Vogan**

- Zip code: **+228**

- Country: **Togo**

- 4.5. GPS coordinates (if you know them or if you can find them out):

Longitude 1; **561902**

Latitude 6; **359380**

5. Claimed IT equipment

Number of Laptops needed: **43**

Number of eBook Reader needed: **28**

Others needed (Tablet-PCs etc.): **no**

← - Printer: **1**

← - Scanner: **1**

← - Copier: **1**

← - Video projector: **2**

← - Wi-Fi router: **2**

← - Sweet for Wi-Fi: 2

6. Number of students: 1391
7. Number of teachers: 28
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: **voltage power 220 V, amperage: 10 Ampere, type C** http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets)
9. Does the room have access to the Internet? [Yes]
 - 9.1. Is the access via wireless or cable? **Cable**
10. Conditions about the room where the laptops will be installed:
 - 10.1. Is the room securing? [**Yes, building is made by solid construction material**]
 - 10.2. Can the room be locked in a way that the supervisors (e.g. teachers) can control access? [**Yes, the building is well secured, metallic windows and the door, closed, when nobody is neither in the administrative office and business rooms, nor in the training room**]
 - 10.3. Is the room weather-proof? (E.g. does the room protect the laptops from rain, sand, etc?) [**Yes, as said before the building is done with solid material for protecting the laptops from rain, sand, thieves, etc.**]

***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 come 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).

(4) Labdoo laptops are offered for free to you for education purposes. In return, you agree to not use the laptops for commercial reasons and you agree not to charge any fee for the usage of the laptops.

(5) By returning this form filled in, the solicitor confirms owning all rights on sent materials (current or in the future) submitted to Labdoo.org and allowing such content to be publicly available from Labdoo.org. In addition, the solicitor confirms having approval for taking pictures of the children and/or any person benefiting from Labdoo laptops, tablets or any Labdoo donations, from their parents and/or legal guardians. Labdoo.org explicitly points to the fact that sent materials and pictures/photos may be used online and/or offline, and hence that they can be accessed by third parties, and that such pictures are used to help preserve the transparency and accountability of the projects.

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.