

In exchange for the Southern Lehigh School District allowing the student to use and possess a District-owned laptop computer, or any loaner or replacement laptop computer provided at the discretion of the District, parent and student agree to the following:

1. The Student and Parent/Guardian understand and agree the laptop computer, sleeve and charger are the property of the Southern Lehigh School District and the Student has not right to alter, install or remove any hardware or software on the laptop computer.
2. Student and Parent/Guardian acknowledge receipt of School Board Policy No. 815: Acceptable Use of Electronic Resources and School Board Policy No. 224: Care of School Property and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement.
3. In return for the District permitting the student to take the laptop computer off-campus, the Parent/Guardian agrees to purchase District laptop computer insurance prior to the start of the school year.

- The insurance premium is \$65 per student with a \$100 deductible for damage and a \$250 deductible for theft or loss.
- The insurance premium, but not the deductible, will be adjusted for any family that participates in the Free and Reduced Lunch Program. Families in the Free and Reduced lunch program will be required to pay the deductible of \$100.00 for each damage claim and \$250.00 for each theft or loss claim.
- The deductible will be charged for each covered claim and is in addition to the insurance premium payment.

*** Please note that the cost to replace a damaged charger falls below the threshold of the deductible, so the actual cost of the charger will be \$45.00***

- Parent/Guardian may not substitute homeowner or other personal insurance for District laptop computer insurance.
- The Parent/Guardian and student accept all uninsured financial responsibility with respect to damage, loss or theft of the laptop computer while it is in the possession, custody or control of the student.
- Students that do not pay the insurance fee are not permitted to remove the laptop computer from the school building.
- Students are not permitted to take laptops out of the country.

ALL PROCEDURES AND RULES FOR HOME USE OF LAPTOPS APPLIES NOT ONLY DURING THE SCHOOL YEAR, BUT ALSO DURING HOLIDAYS, VACATIONS AND SUMMER MONTHS.

In exchange for the Southern Lehigh School District allowing the student to use and possess a District--owned laptop computer, or any loaner or replacement laptop computer provided at the discretion of the District, parents and student agree to the following:

1. The Student and Parent/Guardian understand and agree the laptop computer, sleeve and charger are the property of the Southern Lehigh School District and the Student has no right to alter, install or remove any hardware or software on the laptop computer.
2. Student and Parent/Guardian acknowledge receipt of School Board Policy No. 815: Acceptable Use of the Internet and School Board Policy No. 224: School Property and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement.
3. In return for the District permitting the student to take the laptop computer off-campus, the Parent/Guardian agrees to purchase District laptop computer insurance prior to the start of the school year.
 - The insurance premium is \$65 per student with a \$100 deductible for damage and a \$250 deductible for theft or loss.
 - The insurance premium, but not the deductible, will be adjusted for any family that participates in the Free and Reduced Lunch Program. Families in the Free and Reduced lunch program will be required to pay the deductible of \$100 for each damage claim and \$250 for each theft or loss claim.
 - The deductible will be charged for each covered claim and is in addition to the insurance premium payment.

*** Please note that the cost to replace a damaged charger falls below the threshold of the deductible, so the actual cost of the charger will be \$45.00***

- Parent/ Guardian may not substitute homeowner or other personal insurance for District laptop computer insurance.
- The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the laptop computer while it is in the possession, custody or control of the student.
- The District reserves the right for final determination of insurance claims.
- If paying by check, payments may be spread over 3 payments in the following manner, \$25.00 due with signed form, \$20.00 due October 1st and November 1st.
- Students that do not pay the insurance fee are not permitted to remove the laptop computer from the school building.
- Students are not permitted to take laptops out of the country.

ALL PROCEDURES AND RULES FOR HOME USE OF LAPTOPS APPLIES NOT ONLY DURING THE SCHOOL YEAR, BUT ALSO DURING HOLIDAYS, VACATIONS AND SUMMER MONTHS.

The following scenarios are provided to help students/parents/guardians better understand the financial obligation associated with laptop computer insurance claims. This is a sample list and in no way represents a complete list of possible scenarios:

- Example #1-- SIGNIFICANT damage, requiring repair such as broken/cracked screen or case-- covered by insurance with \$100 deductible;
- Example #2-- Smaller repair such as broken keys-- covered by insurance with \$100 deductible or actual cost of repair if less than \$100;
- Example #3-- Laptop Stolen or Lost-- covered by insurance with \$250 replacement fee only if a copy of filed police report is provided.

If a student does not have laptop computer insurance and the laptop computer is lost, stolen or damaged while in that student's control, in school, the District reserves the right to hold the parents/guardians responsible for full replacement or repair cost.

Coverage:

Damage – Pays for damage to the laptop computer on school property or at another location such as home.

Accidental Damage – Pays for accidental damage caused by liquid spills, drops, falls and collisions.

Theft – Pays for loss or damage of the laptop computer due to theft. This claim requires an official copy of the local police report.

Fire – Pays for loss or damage of the laptop computer due to fire. The claim requires an official copy of the local fire company report.

Electrical Surge – Pays for damage to the laptop computer due to an electrical surge.

Natural Disasters – Pays for loss caused by a natural disaster.

Exclusions:

Dishonest, Fraudulent, Intentional or Criminal Acts – Insurance will not cover damages or loss due to dishonest, fraudulent, intentional or criminal acts.

Vandalism -- Insurance will not cover damage or loss due to vandalism while in the student's possession.

Laptop Computer Accessories – sleeve and charger.

The District reserves the right for final determination of insurance claims.

4. In some instances it may be necessary for a Computer Technician to access the laptop computer remotely to resolve a technical problem. If this is necessary, the Student will be asked for oral permission before the remote access is performed. If oral permission for remote access is granted, a permanent record of the approval

will be logged by the Computer Technician, along with the time, date and duration of the access. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all laptop computers.

5. The Student will not permit individuals other than District personnel to access the laptop computer. The student must follow all copyright laws. The Student shall not use or allow the laptop computer to be used for any illegal reasons or reasons prohibited by School Board Policy No. 815: Acceptable Use of Technology and the Internet.

6. The Student and Parent/Guardian agree the laptop computer is deemed to be in the custody of the student from the time the student receives the laptop computer until the time the laptop computer is returned to a designated school representative. If the laptop computer is lost or stolen, the Parent/Guardian and Student must immediately notify the High School Administration of the incident along with all relevant details no later than the next school day after the occurrence. In addition, the Student or Parent/Guardian must file a police report within 48 hours of the occurrence. The Parent/Guardian and Student consent for the District to use Internet Protocol tracking until the laptop computer is actually located by the District or until Parent/Guardian or Student provides written notification the laptop computer is no longer missing.

7. Student and Parent/Guardian understand and agree they are not to attempt any repairs on the laptop computer and that damaged laptop computers must be returned to the Computer Hub for repair/service.

8. In the event the laptop computer is lost, damaged or stolen while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the cost to repair or replace the laptop computer. If the claim is covered by the applicable District insurance, then Student and Parent/Guardian shall only be responsible for the costs not covered by insurance, including, but not limited to any deductible.

9. The Student understands and agrees that at the end of the school year or upon request from any school official, the laptop computer will be returned to the District in the same condition the laptop computer was originally provided, except for normal wear and tear as determined by the District. Any failure to return the laptop computer to the District in a timely manner or the continued use of the laptop computer for non--school purposes without the District's written consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the laptop computer or its value.

10. Student and Parent/Guardian understand and consent the District may view student files stored on the laptop under the following circumstances:

- After the Student has returned the laptop to the District at the end of the school year or any other time the Student is required to permanently return the laptop computer and has prior notice and adequate opportunity to remove files.
- If the District has reasonable suspicion the Student is violating District rules

or policies, an Administrator may take custody of the laptop computer and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence the Student violated the law, school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search. Under no circumstances will the District access the laptop computer remotely for the purpose of reviewing student files. Parent/guardian will be notified if the laptop computer is accessed under reasonable suspicion.

- Teachers and other school personnel may provide assistance to the student in locating files in the presence of and at the request of the Student.
- If the Student requests a Computer Technician access Student's laptop remotely to resolve a technical problem.

11. Student and Parent/Guardian understand and agree if the District determines the Student failed to adequately care for the laptop computer or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the laptop computer outside of school or even the use of the computer at all and the District may immediately repossess the laptop computer. If the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. Parent/guardian will be notified if the student fails to adequately care for the laptop computer or violates District rules, policies, or this Agreement.

12. Students are responsible for completing all schoolwork locally on the laptop computer and regularly backing up that work to the provided District server space when in school. The District assumes no responsibility for lost work due to computer issues such as a hard drive crash.

13. The District will not be responsible for unauthorized financial obligations incurred through the use of the laptop computer.

Parent/Guardian Signature: (not needed if registered/paid on Family ID)

Print Name:

Address:

Telephone:

Email Contact:

Check if requesting an adjustment of fee per #3 above.

Check if selecting payment plan

Student Signature: (Required for ALL students)

Print Name:

Address:

Telephone:

Email Contact:

-----**FOR OFFICE USE:** Payment by check was made for Laptop Computer

Insurance on ___/___/20

CHECK # _____

CASH \$ _____ Check if requesting adjustment of fee per #3 above.

Check if requesting an adjustment of fee per #3 above.

Student Signature: (Required for ALL students)

Print Name: _____

Address: _____

Phone: _____

email contact _____

-----FOR OFFICE USE-----

Payment by check was made for Laptop Computer Insurance on ____/____/____

Check # _____

CASH \$ _____

Check if requesting adjustment of fee per #3 above