



## **Student Laptop Insurance**

### **School Information – Not to be distributed to Parents or Students**

The laptops provided to the students in the EDGE projects are costly pieces of equipment that require students to follow usage guidelines and to use caution in handling the equipment. Students must understand that repairs will take time and that they may not have access to a loaner laptop when repairs are being made.

Before students can be allowed to take their laptops home, several steps must be taken, including the payment of a fee to cover accidental damage to the computers. The laptops have three-year warranties that cover repairs needed for any defective part replacement. Damage caused by accidents is not covered under warranty.

The school will collect the fees, place them in their internal accounts fund, and periodically transfer the funds to TIS for use by Computer Repair. The funds will only be used to repair accidental damage to laptops in the EDGE projects. Each high school will have separate funds, and the elementary/middle classrooms will be combined into one fund. This separation will allow better analysis of the process.

Checks should be made out to the school the student is attending. A receipt should be issued to document payment of the fee.





STUDENT LAPTOP INSURANCE

STUDENT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

PAYMENT AMOUNT \_\_\_\_\_

BY CHECK \_\_\_\_\_ BY CASH \_\_\_\_\_ BY MONEY ORDER \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

Students and families are expected to take care of the laptops and follow all usage guidelines, at school and at home. If a student is careless in using the laptop, he or she may lose the privilege of having an assigned laptop.

Accidental damage is that caused by dropping, bumping, or any other unintentional event. Damage to the laptops caused by accidents is not covered under the manufacturer warranty; however, accidents will happen, and so a fund must be established to cover repairs needed as a result of accidents. All students must pay the fee as a condition for using the laptops at home. The non-refundable fee must be paid annually. **The fee for the 2004-2005 school year will be \$35.00. Please make checks payable to the school the student is attending.**

Any damage believed by school administrators to have been caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism, and disciplinary action, including exclusion from the use of laptop computers, may result.

If the laptop is stolen, notify the school immediately and a police report will be filed.

I have read and understand this document and agree to the conditions described for student use of laptop computers.

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