



LAPTOP USAGE, SUPPORT, AND MAINTENANCE NOTICE

****Please read this entire document****

Student Name: _____ Grade: _____

Student ID Number: _____

Responsibility:

- Moon Area School District (MASD) laptops are signed out only during the school year. All Moon Area High School (MAHS) students must return their computers at the end of each school year. Laptops are checked and may be reimaged during the summer months in order to prepare for the new school year. This process will likely continue for the next three (3) years. Students will be provided the devices in their freshman year, pay the required \$50 usage and support fee each year and, when possible, leave with the same device when they graduate. Please note that graduates who have paid all required fees for all four (4) years are eligible to keep a device when they graduate from MAHS. Students can donate their device back to MAHS if they do not intend to use it after high school.
- When a student is assigned a MASD issued laptop, families are required by the District to pay the Moon Area School District's usage and support fee and return a signed Acceptable Use Policy Agreement. The current cost of laptop usage and support is \$50 annually. This fee is to be paid annually prior to laptop distribution. It can be paid using a check (made out to Moon Area School District), money order, or cash. Payment of the fee permits a student to use the device in school and off campus during the school year and provides technical support for students, as needed.
- Additional fees may be incurred for accidental damage, normal wear and tear, theft and loss. Loss is defined as irreparable damage due to such things as: fire, flood, lightning or some other natural disaster.
Misplacement is not considered loss.
 - **In order for a claim of loss to be "valid," the student and/or family must produce the remains of the computer for the District to determine if the machine is damaged beyond repair.**
 - **In order for a claim of theft to be "valid," the student and/or family must produce a police report within seven (7) school days of the occurrence.**
- Product failure is fully covered and is not the responsibility of the student, family, or school district. Moon Area School District and its affiliates are the only authorized parties who can classify a defect as product failure.
- Repair and replacement costs associated with instances outside of the school's usage, support and maintenance premiums are listed below and are the **sole financial responsibility of the students and families.** This includes, but is not limited to: **intentional damage, negligent damage, misuse, and misplacement (detailed above).**
- The assessment and classification of damages (accidental vs. intentional/misuse) is the sole responsibility of the District. All findings and determinations by the District are final.
- Students and parents will be held responsible for proper use and care of the laptop, as is the case with all District-issued materials. **Students will be required to utilize the school issued email**

address (i.e. studentID@moonarea.net) for all communication with teachers and District employees. The use of Microsoft OneDrive will be required by students to store all files and user data as outlined in the District Acceptable Use Agreement. Please note all related District policies, procedures, and guidelines must be followed as well.

- MASD provides filtering of inappropriate websites/material while on campus. Moon Area School District provides **limited** filtering of inappropriate websites/material off-campus. Parents/Guardians are responsible for monitoring their student's use of the laptop when off campus to ensure students do not adjust the laptop's settings and preferences or view inappropriate websites/material.
- Repairs to the laptop are to be made by authorized District personnel only. Repairs may be made at any time a school official deems them necessary for the proper operation of the computer. Financial responsibility for computer repairs will be determined in accordance with the provisions of this agreement. When a student laptop is being repaired, a "loaner laptop" may be available for temporary use. Students signing out a loaner laptop incur the same responsibility for the loaner as they would for their assigned laptop.
- This signed agreement is binding for the length of time the student possesses a MASD-issued laptop. However, the District may opt to renew and/or revise this agreement at any time.
- Laptops remain the property of MASD until a student graduates from MAHS. If a student should leave MAHS prior to graduation, their laptop must be returned to MAHS. Any paid fees will not be reimbursed, regardless of the time of year the student leaves.

Terms and Explanation of the District's Maintenance Premium Policy

This policy covers:

- Full replacement cost for loss or theft (regardless of the age of the computer) with a deductible to be paid by the student/family. Loss is defined as irreparable damage due to such things as: fire, flood, lightning, or some other natural disaster. **Misplacement is not considered loss.**
- Accidental damage to the computer (as defined in this agreement) with a premium to be paid by the student/family.

<u>Premium Schedule for Accidental Damage/Loss:</u>	<u>Premium Schedule for Theft:</u>
First incident of accidental damage/loss \$ 60.00	First theft: \$100 (<i>with police report</i>)
Second incident of accidental damage/loss \$ 80.00	Subsequent theft: Full replacement cost
Third incident of accidental damage/loss \$100.00	
Subsequent accidental damage/loss \$300.00	

NOTE: Premiums do not reset annually, they are cumulative for the duration of time a student is enrolled or re-enrolled in MASD. This policy DOES NOT cover:

- Intentional damage and/or negligent damage to the computer (as determined solely by the Moon Area School District)
- Misplacement of the computer
- Misuse of the computer (i.e. liquid spills; decorative stickers; ink, paint, or other materials; and/or carrying and handling the machine in an incorrect manner).
- With the exception of a manufacturer's defect, this policy does not cover theft, loss, or damage (accidental

or intentional) to the AC power adapter or any other District issued accessories. It only covers the computer itself. Damage, theft, or loss of these parts is the sole financial responsibility of the students and their families.

Frequently Asked Questions

What are the most frequent accidental damages that occur to the student computers?

Some of the most frequent damages are cracked LCD screens, damage to the motherboard, damage to keyboards, and damage to the outer plastic/aluminum casing. Full replacement cost of a computer is \$200 to \$800 depending on the make, model, and year the replacement is required. Replacement costs reflect hardware, software, technical support, warranty, and maintenance.

What happens if my computer cannot be repaired?

In the event that a computer cannot be repaired, a comparable or new computer will be assigned to the student after every attempt has been made to fix the existing computer. The assignment of a new or comparable computer will be at the discretion of the Moon Area Technology Department.

Are there any costs to students on free and/or reduced lunch?

The District will pay the cost for the usage and support premium. The only cost the students may incur are for damage and loss as previously described.

How do I make a claim under the MASD policy?

Within seven (7) school days, the student will submit a written report of the loss or damage to the main office (forms can be obtained in the office). The School Resource Officer will investigate the incident if the claim involves theft or vandalism. If a fee is assessed due to the nature of the claim, it must also be paid in the form of cash or check to Moon Area School District. Once the report has been completed, the premium has been paid (if applicable), and the investigation is finished, the claims process is complete. For damage claims, the student will fill out and sign a Computer Repair Form as instructed by District personnel. For theft, a copy of a police report must be submitted to the District.

Can my premium or deductible be increased?

It is the District's intention to provide usage and technical support for a minimal cost to the students; however, if claims become excessive, frequent, or a fraudulent claim is suspected, the District has the right to increase premiums or deductibles (see schedule above).

Will students keep the same laptop from 9th grade through their senior year?

Students entering the 9th grade will be issued a new laptop. Students entering grades 10-12 who are new to Moon Area High School will be issued a new or used laptop similar to those issued to the same grade. Once a student has received a District laptop, when possible, it will follow them throughout their high school career. Students in grades 10-12 may be required to turn in their laptop each summer to be checked and reimaged according to the guidelines of this policy. At the end of their senior year, the student laptops will be reimaged to remove any District licensing. Once this is completed, graduates will be given the opportunity to pick up and keep their laptop at no additional cost. If laptops are issued at the middle school, they will remain at the middle school. Freshmen will be issued a new laptop that will remain with them through their senior year.

Maintenance Selection

All students and families must pay usage and support premiums for use of computers.

Having fully read this Moon Area Usage, Support, and Maintenance Agreement, I understand my responsibilities for caring for the computer and I agree to the terms above regarding the laptop computer my student will receive from the Moon Area School District.

Parent/Guardian Names(s) PRINT: _____

Grade: _____

Parent/Guardian Signature(s): _____

Date: _____

Student Signature: _____

Date: _____