

THE CHRISTIAN SCHOOL AT

CASTLE HILLS
School Issued Laptop Device

One Laptop and charger are issued to each student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment and returned in a timely working manner.

Student Responsibilities

The equipment (laptop or tablet) is, and at all times remains, the property of The Christian School at Castle Hills (CHS) and is issued to the student for educational purposes only for the Academic School Year. It is provided through a lease agreement with each student and family. The device is to be used only for school educational purposes. ANY other use is NOT approved, unless assigned by the school, including social media, internet searches, software downloads or any other use non related to the assigned educational purposes given by the teachers.

The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the laptop and/or other disciplinary consequences. There is no insurance coverage for intentional damage, neglect, misuse or loss. The family is responsible for the cost of repair or replacement in these cases.

The equipment will be returned when requested by Castle Hills, or sooner, if the student withdraws from Castle Hills prior to the end of the school year. Any physical damage beyond normal wear and tear on the device will be assessed at that time.

Insurance for School Issued Laptops

In order for Castle Hills to provide operational laptops and in good condition to students, the school is providing a self-funded insurance pool which will provide insurance coverage for accidental damage to the devices.

Effective Coverage Date and Expiration:

The effective coverage date begins at the first day of payment. Sign up by Monday, September 12 with payment to obtain retroactive coverage from August 29, 2016. Expiration coverage date is the official first day of next school year. Insurance may be purchased at any time throughout the school year and renewed each year.

Coverage Details

- Accidental damage: Covers damages caused by drops, spills, and any other unintentional event.
 - Annual Fee: \$25.00 for grades 7-12 \$12.00 for grades K-6
- A \$45.00 deductible will be charged for each incident.
- If a laptop has more than two claims in one year, the insurance program deductible will increase to \$90 for the remainder of the year's coverage.

Parents/guardians who choose not to participate in the insurance program, will be held financially liable for the total cost of repairs or the total cost to replace the device in the event of any damage, loss or theft.

(OVER)



Laptop/Tablet Insurance Signup

Student Name _____ Grade _____ Laptop ID: _____
(Laptop ID can be found on the top of the laptop, i.e. CHS-S-12345)
Make checks payable to CHS (Put **Technology** on memo line)

Yes, I'd like to purchase the insurance for the school issued tablet. The annual premium is:

🍏 \$25.00 per year - Grade 7-12

🍏 \$12.00 per year - Grade K-6

🍏 No, I am not interested in the insurance. I will be responsible for any damage to the school issued tablet.

🍏 Please order me a laptop sleeve for \$10.00

Parent must sign, fill in student name, grade and Laptop ID and choose coverage option and turn in to the school office.

Parent Signature _____ Date _____