

Elizabeth City-Pasquotank Public Schools

Technology Insurance & Maintenance Mobile Device User Agreement

- Students and parents/guardians are required to sign a Technology Insurance & Maintenance Mobile Device User Agreement.
- Students in grades 3-5 must pay a non-refundable annual fee of \$10 prior to using a mobile device. Students in grades 6-12 must pay a non-refundable annual fee of \$20 prior to using a mobile device. These fees remain in the individual school account and will be used to repair and/or replace mobile devices as needed.
- If a student causes damage to a device through negligence or intentional misuse, the student is responsible for the full cost of repair or replacement. Student's access to mobile devices may be restricted at the discretion of the school principal if damage fees are not paid.
- If a mobile device is lost, the student is responsible for the full replacement cost of the device. In the event of theft, the student will be responsible for the full replacement cost of the device, unless a police or sheriff's report is provided to the school within 48 hours of the theft. Once the report is received, the student may check-out another device.
- A Damage Fee of \$20 will be assessed upon the 2nd incident of accidental damage.
- Students will be responsible for the full cost of repair or replacement for the mobile device upon the third accidental damage incident within the same school year.
- Students will be responsible for the entire cost of repair or replacement for mobile devices when the devices are damaged intentionally or due to neglect.
- Students will be responsible for the entire cost of repair or replacement for mobile devices if they have not paid the Technology Insurance & Maintenance Mobile Device User Agreement fee.
- In cases of chronic misuse or damage, the student's access to mobile devices may be restricted at the discretion of the school principal.
- Students may not check-out devices for off-campus use unless permitted by the District Technology Director.
- Students will:
 - Use all mobile devices appropriately as directed by school staff.
 - Care for the mobile device and not leave it unsupervised in unsecured locations.
 - Be responsible for all damage or loss caused by neglect or abuse as laid out in the chart below.
 - Not loan an assigned mobile device to another individual.
 - Not disassemble any part of the mobile device or attempt any repairs.
 - Not mark on or remove or deface the serial number, asset tag, or other stickers on the device.
 - Follow the policies, procedures, and guidelines given by the school and outlined in the Technology Responsible Use Agreement

Please check ONE box below, sign, and return:

- I have enclosed my fee of \$10 (grades 3-5) or \$20 (grades 6-12) and have read and understand the terms and conditions for the Technology Insurance & Maintenance Agreement.
- I decline the Technology Insurance and understand that the student and parent/guardian will be responsible for the entire cost of repair or replacement for damaged devices if you have not paid the Technology Insurance & Maintenance Mobile Device User Agreement fee.

Student Name (Print) Date

Student Signature Date

Parent/Guardian Name (Print) Date

Parent/Guardian Signature Date

Teacher/Homeroom

Grade Level

***The term "mobile devices" includes, but is not limited to, Chromebooks, laptops, iPads, tablets, calculators, digital cameras.*

Enacted: August 2016

Revised: May 2017

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Terms and Conditions

Annual Technology Insurance/Maintenance Plan fees are as follows:

Elementary Schools (grades 3 – 5 only)	\$10 per student
Middle Schools (all grades)	\$20 per student
High Schools (all grades)	\$20 per student

Students and parent(s)/guardian(s) are required to pay a nonrefundable fee annually and abide by the terms of this Agreement. While there is no cost for the use of the device, it is imperative that the device the student uses or is issued be maintained and handled in a responsible way. In the event of damage, the student and his/her parent(s)/guardian(s) will be responsible for Damage or Replacement Fees according to the chart below.

Incident (current school year)	Damage	Fee(s) Assessed
1st	Accidental	No Fee Assessed
2nd	Accidental	\$20 Damage Fee
3rd	Accidental	Full cost of repair or replacement of device
Any	Theft of mobile device by student	Full cost of replacement
Any	Damage due to misuse or neglect, intentional damage, or loss of mobile device	Full cost of repair or replacement of device

Students will be responsible for the entire cost of repairs or replacement to mobile devices damaged through student misuse, neglect, intentional damage or loss. In the case of theft, an official police or sheriff's report will be required. Upon the second instance of theft and thereafter, the student and his/her parent(s)/guardian(s) will be responsible for the full cost of replacement. In cases of chronic misuse or damage, the student's access to mobile devices may be restricted at the discretion of the school principal.

INTERNAL USE ONLY	
Student Name: _____	
Amount Paid: _____	Mobile Device Asset Tag No. _____
Fee Accepted By: _____	Date: _____
Homeroom Teacher: _____	Grade Level: _____