Dear Parents,

As we begin another year with our 1:1 technology program at Seneca East we continually look at ways to improve the system for everyone involved. This year we will be implementing an insurance program for devices assigned to students in grades 6-12.

This will be an optional program for each device, but will make the repair cost responsibility a black and white decision. There will no longer need to be a determination by the technology department if a student’s device was damaged due to an accident or negligence save one or two extreme conditions outlined in the program documents. Loss or theft of the device or charger is not covered by this policy and such cases need the accompaniment of a police report specifically mentioning the device that was lost or stolen.

This first year the insurance premium is set very low at only $12.00 per device for one (1) year and is offset by the already published Technology Deposit fees which are the same as last year.

Simply put, if you pay the negligible insurance premium and the device becomes damaged the district will pay for the repairs. Conversely, if you decline to participate in the insurance program the family is responsible for all costs involved with the repair or replacement of the device. Below are the associated costs of the repairs so that you can see the potential savings of having the policy.

<table>
<thead>
<tr>
<th>Lenovo Laptops - 9-12 Grade</th>
<th>Chromebook - 6-8 Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Device</td>
<td>$482</td>
</tr>
<tr>
<td>Screen</td>
<td>$100</td>
</tr>
<tr>
<td>Keyboard</td>
<td>$65</td>
</tr>
<tr>
<td>Charger</td>
<td>$35</td>
</tr>
<tr>
<td>Upper Enclosure (palmrest)</td>
<td>$89</td>
</tr>
<tr>
<td>Lower Enclosure</td>
<td>$65</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>$80</td>
</tr>
<tr>
<td>LCD Bezel</td>
<td>$40</td>
</tr>
<tr>
<td>Entire Device</td>
<td>$346</td>
</tr>
<tr>
<td>Screen</td>
<td>$115</td>
</tr>
<tr>
<td>Charger</td>
<td>$35</td>
</tr>
<tr>
<td>Upper Enclosure (w/keyboard)</td>
<td>$65</td>
</tr>
<tr>
<td>Lower Enclosure</td>
<td>$35</td>
</tr>
<tr>
<td>Lid Back</td>
<td>$25</td>
</tr>
</tbody>
</table>

If you have any questions regarding this program, please contact the technology department at the school by calling 419-426-7041 and choosing option 7.

Sincerely,

Jake Schaaf
Director of Technology
Seneca East Local School District 2015-2016
Optional Self-Insurance Policy

Various provisions in this policy restrict coverage. Please read the policy to understand your family’s rights and responsibilities, and what is covered. Seneca East technology is self-insured. Please help us keep premiums and deductibles low by taking very good care of the issued devices.

A. Costs

1. There is a yearly premium of $12 per machine. This premium is good for one school year.
2. If a device is lost, stolen or determined that it cannot be repaired, and a second device is issued for replacement a yearly premium of $75 will be charged for the 2nd device. If the same situation arises for a third time, it will be determined by the administration if the student will receive another device.
3. The student is to use a padded device bag or sleeve that is made for the device. Padded backpacks are not adequate protection from damage when other items such as notebooks, binders, or books share the same space in a padded backpack.

B. Covered Equipment

1. The insurance provided applies to any device issued to your child by the Seneca East School District, whether it is the originally issued device, a loaner, or a replacement.

C. Exclusions

Seneca East will not pay for loss or damage caused by or resulting from the following:

1. Corrosion. Please note that corrosion can occur from spills. Liquids and devices do not mix. Not informing the tech department immediately of spill damage will void the insurance coverage for that incident.
2. Loss caused by inappropriate electrical use.
3. Dishonest, fraudulent, or criminal acts.
4. Any loss of any documents, music, videos, or assignments are not the responsibility of the Seneca East Local Schools. Students are responsible for backing-up their own data that is not stored in Google Drive.
5. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
6. Disappearance not accompanied by the police report.
D. Claim Procedures

1. Go directly to the school office.
2. The student will fill out the paperwork from the Tech Department about the breakage or problem.
3. The student must complete the paperwork in order to receive a loaner.
4. In cases of theft or disappearance, a Police Report must accompany the student before a loaner device is issued. The Police Report must also directly mention the loss of the device and the circumstances surrounding the loss.
5. If it is determined that damage to the device is caused by any action listed in section C, the student and family will be responsible for paying to replace the device or for the repairs, whichever is less.
Seneca East Local School District
Self-Insurance Form

Acceptance - Seneca East pays for repair costs.
I agree to purchase a Seneca East Self-Insurance device Policy for my child. The insurance
premium of $12 is paid yearly per machine. I understand that I am purchasing only one (1)
year’s premium at this time. The insurance provides coverage for repairs from use or accidents.
If a second device is needed to replace the first, the insurance will increase to $75.00.

I also agree to require my child to use the padded laptop bag protection and failure to do so may
result in the Insurance Policy being null and void. If this happens, I agree to be billed for the full
repair, including parts and labor.

Student’s Name_________________________________

Parent’s Name___________________________________

_____________________________________________________
Parent signature agreeing to purchase Seneca East’s Self-Insurance Policy

Date____________________________________________

Decline - Family pays for all costs to repair or replace.
I decline to purchase Seneca East Self-Insurance device Policy for my student. I understand
that I am responsible for all replacement, breakage, damage, and theft costs required to restore
the laptop to its original condition, as determined by Seneca East. I also understand that I am
responsible for device chargers that are damaged or broken and will replace a damaged
charger with an original charger purchased through the Seneca East Technology Office
($35.00). I also agree to require my student to use a padded laptop bag at all times.

Student’s Name__________________________________________

Parent’s Name____________________________________________

_____________________________________________________
Parent signature declining Seneca East’s Self-Insurance Policy

Date____________________________________________