

# REDMOND SCHOOL DISTRICT

## Device Replacement Agreement

The Chromebook (including the case) issued by the Redmond School District is District property and all users will follow the Responsible Use Agreement and applicable Board policy. Below are guidelines for the care of District issued Chromebooks:

- Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.
- Cords must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not applied or approved by Redmond School District. Removal of any labels applied to the Chromebook by the District is prohibited.
- Chromebooks should **ALWAYS** be carried in the district provided case. Students are responsible for ensuring that the Chromebook travels safely between classes and to and from school.
- Students are responsible for keeping their Chromebook **secured at all times** and **never left unattended**. When not in the student's personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
- Students are responsible for their Chromebook both in and out of school, including extracurricular events. It will not be the responsibility of the teacher, coach, bus driver, etc. to protect the Chromebooks during school and during extracurricular activities.
- **Students are responsible for charging their Chromebooks at home every night** in preparation for each school day. Students are responsible for any costs associated with loss or damage to the provided wall charger.

### Damage and Replacement

Redmond School District offers an optional insurance plan to families that covers accidental breakage or accidental damage that might occur during the school year. The optional insurance plan can be purchased for \$25 and will cover the full cost of repair or replacement for one claim per school year. After the first claim, families will be charged a \$50 fee for a second claim and \$125 for a third claim. Any claim made after the second requires a meeting with school administration.

#### What is covered:

accidental damage, such as:

- drops
- spills
- liquid submersion
- flood
- fire
- natural disasters
- power surge
- vandalism (requires school and police report)
- theft (requires school and police report)

#### What is NOT covered:

purposeful or negligent damage i.e.:

- not storing in carrying case while not in use
  - run over by vehicle of any type
  - throwing of device
- lost or misplaced  
charging cord  
carrying case

The Insurance enrollment period will be limited to a specific time frame, not to exceed two weeks after the student receives a Chromebook. Insurance can not be purchased after damage has occurred. If you wish to purchase insurance after your school's initial deployment, families must schedule a time with the school's front office and present the student's Chromebook for a mandatory inspection before the insurance can be purchased. Additional information will be shared during scheduled parent nights or upon request from the front office.

Included in the \$25 is the purchase of the Chromebook case. The case will belong to the student and is not required to be turned in with the Chromebook at the end of the school year. If purchased, the student will not be charged any additional fees at the end of the school year if the case is damaged.

Families who opt to not purchase the optional insurance for \$25 will be responsible for the total cost of repairs or replacement, including a minimum of one hour of labor (charged at \$28.49/hour). These costs include, but are not limited to:

Complete replacement	\$300
Motherboard	\$169
Display	\$135
Battery	\$37
Keyboard	\$29
Wall charger	\$25
Camera	\$11
Upper Case Assembly	\$11
Lower Case Assembly	\$11
Case/Sleeve	\$15

If a Chromebook is damaged or otherwise inoperable, the student must **immediately** present the device to the school's front office for inspection and repair. All claims must include the District's official claim form. All claims will be inspected on a case by case basis. If, in the District's determination, the issue is not related to a manufacturer's warranty defect or the device shows signs of damage that may have caused the inoperability, the total repair or replacement cost will be billed to the student and family. If the student and family have purchased the optional insurance, the repair or replacement will be handled according to the plan set forth above. The District will not accept any devices that have been repaired by anyone other than the District's Technology Department. If a Chromebook has been lost or stolen, the student must immediately report the missing Chromebook to the school's front office. In these cases, the student and family will be billed the cost of replacement as set forth above. Purposeful and negligent damage will not be covered under the District's optional insurance.

In the event of repair or replacement, the District will make arrangements for the student to access necessary classroom materials. This may include providing the student with a temporary Chromebook.

# REDMOND SCHOOL DISTRICT

## Device Replacement Agreement & Optional Insurance Plan

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### STUDENT & PARENT/GUARDIAN

We, the student and parent/guardian, have read and understand the Device Replacement Agreement. We understand that we are responsible for the Chromebook, case, and wall charger provided by Redmond School District until it is turned in at the end of the school year or some other date set earlier in the year. We agree to keep the equipment **secure at all times** while at school, at home, or away. By signing this agreement, we understand and agree that if said equipment is not returned as required, we are responsible for the replacement cost of said equipment, as set forth below.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### PARENT/GUARDIAN

I have read and understand the Device Replacement Agreement. I understand that the Chromebook provided to my student by Redmond School District is his/her and my responsibility until it is turned in at the end of the school year or some other date set earlier in the year. I agree to help my student keep their Chromebook **secure at all times**.

Please mark your choice for the optional Chromebook insurance by writing your initials next to one of the options below:

\_\_\_\_\_ I choose to purchase Redmond School District's optional insurance plan, set forth in the Device Replacement Agreement. I agree to pay a \$25 fee, which includes the purchase of the protective case. I understand that the total cost of the first approved claim is covered and I am responsible for a \$50 fee for a second claim and \$125 for each claim after.

\_\_\_\_\_ I choose **NOT** to purchase Redmond School District's optional insurance plan, set forth in the Device Replacement Agreement. I understand that I am responsible for the full cost of repair or replacement for the provided Chromebook, case, and wall charger as set forth in the Device Replacement Agreement.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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District Use Only