

# Device Protection Plan (Dell Laptop)

For the 2022-2023 school year, the Ambridge Area School District will offer a Device Protection Plan (DPP) for parents and students. Students may participate in the optional Device Protection Plan for \$30 per device per year starting in August 2022. During the 2020-2021 school year, the Ambridge Area School District did NOT collect any fees for equipment; including damage and replacement. Moving forward bills will be issued for accidental damaged. Please refer to the Incident Assessment Chart to see the details of the DDP, fees, and incident reporting. **This form must be completed before the device will be provided to the student.**

## Coverage and Benefit

This DPP covers the device loaned to the student against a single incident of accidental damage. The following items are **not** covered:

1. A device that is lost or stolen.
2. Damage caused by negligence. For example, leaving it outside or in an automobile, by food or drink, caused by pets, rough handling, and excessive sliding across rough surfaces.
3. Intentional misuse.
4. More than one accidental incident, including more than one broken screen or accessory.

## Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the District. It expires when the device is returned in good order to the District.

## Premium

The total premium cost is \$30.00 annually. Partial semesters/years are not refundable. We accept **only** online payments through RevTrak. Link: <https://ambridge.revtrak.net/>. For step-by-step directions on RevTrak, please visit our website: <https://www.ambridge.k12.pa.us>. Click on Departments > Technology.

**Purchase of insurance is only available for the first two weeks of school (8/24/22 - 9/7/22)**

It is agreed and understood that:

- The Device Protection Plan is offered to all students.
- Participation in the Device Protection Plan is voluntary.
- A separate signed application will be needed for each device covered.

It will be the right of the administration to determine whether damages were due to negligence or accidental. The administration will review all damages determined to be caused by misuse or negligence and will assess if the student may continue to take the device to and from school. Parents/guardians may not substitute homeowners or other personal insurance in place of the District's Protection Plan.

## **PLEASE COMPLETE: (print)**

\_\_\_\_\_ Student Last Name      \_\_\_\_\_ Student First Name      \_\_\_\_\_ Phone

\_\_\_\_\_ Address

\_\_\_\_\_ Student ID #      \_\_\_\_\_ Grade      \_\_\_\_\_ Graduation Year

\_\_\_\_\_ YES, I would like to participate in the Device Protection Plan. Payment accepted: [Credit Card \(RevTrak Portal\)](#)

\_\_\_\_\_ NO, I decline the Device Protection Plan service at this time and I understand that I am responsible for 100% of any damage or loss to the loaned device. The current replacement cost of a Dell laptop and charger replacement is \$400.

\_\_\_\_\_ Parent/Guardian Printed Name      \_\_\_\_\_ Parent/Guardian Signature

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

### FOR INTERNAL USE ONLY:

Date Paid \_\_\_\_\_ Recorded by \_\_\_\_\_

Online: \_\_\_\_\_ Amount: \_\_\_\_\_

# Incident Assessment Chart

Incident	Action(s) Necessary	Cost
<p><b>Accidental Damage</b> (1st Instance)</p> <p>Accidental damage to device, adapter, or power cord</p>	<p>A report must be made immediately to administration or IT staff, who are responsible to record the incident.</p> <p>The device must be returned to school so a replacement device may be issued.</p>	<p>With the Device Protection Plan, no cost for accidental damage</p> <p>Without the Device Protection Plan, the cost of replacement will be assessed.</p>
<p><b>Accidental Damage</b> (2nd Instance)</p> <p>More than one (1) occurrence of loss, theft, or damage in 30 school days will be interpreted as neglect.</p>	<p>A report must be made immediately to administration or IT staff, who are responsible to record the incident.</p> <p>The device must be returned to school so that a replacement device may be issued.</p>	<p>With Device Protection Plan, half the cost of replacement or repair.</p> <p>Without the Device Protection Plan, Full cost of replacement or repair.</p>
<p><b>Accidental Damage</b> (3rd and additional instances)</p> <p>More than two (2) occurrences of loss, theft, or damage during the school calendar year will be interpreted as neglect.</p>	<p>A report must be made immediately to the administration or IT staff, who are responsible to record the incident.</p> <p>The device must be returned to school so a replacement device may be issued.</p> <p>Some loss of privileges of using the device may occur such as: disciplinary action, restricted from taking the device home</p>	<p>Cost of replacement or repair will be assessed according to damages.</p>
<p><b>Intentional Damage/ Neglect</b></p>	<p>Upon notification or the administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school so a replacement device may be issued. Deliberate damage will be referred to administration.</p> <p>Applicable board policies and/or school building policies will be followed regarding appropriate discipline for damage to school property.</p>	<p>Cost of replacement or repair will be assessed according to damages.</p>
<p><b>Loss/Theft</b></p> <p>Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to the administration.</p> <p>In the event of theft, a police report will be filed.</p>	<p>Replacement cost.</p>

## Device Repair Costs

Item	Cost With DPP (First Instance)	Cost With DPP (Second Instance)	Cost Without DPP or Third Instance
Screen (LCD)	\$0	\$75.00	\$150.00
Keyboard	\$0	\$30.00	\$60.00
Motherboard	\$0	\$85.00	\$170.00
Hard Drive (SSD)	\$0	\$60.00	\$120.00
Battery	\$0	\$40.00	\$80.00
Lost Power Cable	\$30.00	\$30.00	\$30.00
Full Replacement	\$0	\$200.00	\$400.00

*The prices listed are subject to change without notice. Lost accessories will not be replaced.*

# Procedures for Damages Not Covered

## 1) Parent did purchase annual DPP

- First repair free
- Second repair ½ price
- Third repair full price

### Steps for Repair

1. Parent/guardian/student will complete a damage report.
2. The Technology Department will assess damage and prepare cost to fix.
3. Parent/guardian/student will receive an invoice of cost and description of repair.
4. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

## 2) Parent did NOT purchase annual DPP

- Repair full price

### Steps for Repair

1. Parent/guardian/student will complete a damage report.
2. The Technology Department will assess damage and prepare cost to fix.
3. Parent/guardian/student will receive an invoice of cost and description of repair.
4. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

## 3) Parent did purchase DPP but Laptop/iPad determined to be lost, stolen, vandalized, neglected, or has multiple accident claims.

- Repair/Replacement full price

### Steps for Repair/Replacement

1. Parent/guardian/student will complete a damage report.
2. The Technology Department will assess damage and prepare cost to fix.
3. The Technology Department will provide a written explanation of why the damage was not covered by the Device Protection Plan.
4. Parent/guardian/student will receive an invoice of cost and description of repair.
5. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

### Examples of neglected or vandalized devices (includes but not limited to):

- Lost or stolen
  - police report must be filed to get a replacement
- Vandalized (intentional damage)
  - Opening the case and causing damage
  - Physically removing components
  - Graffiti
- Neglected
  - Exposure to the elements
  - extreme temperatures
- 3+ accident claims result in full price repairs

# Ambridge Area School District Device Damage Report

This form must be turned in with the device when submitted for repair.

Student's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Device Asset Tag #: \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_ Grad Year: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Damage (*include how the damage occurred*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

## ***Official Use Only:***

Protection Plan Purchased: YES NO

Damage Covered: YES NO

If NO, rationale: \_\_\_\_\_

Resolution / Action Taken: \_\_\_\_\_

Signature of IT Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

