

RSU 18 LAPTOP PROTECTION PLAN 2013-2014 SCHOOL YEAR

The use of technology is essential to the success of our students' education. For this reason, RSU #18 provides computers, a network and access to the Internet for all students. Students in grades 5-8 are issued laptops for use in accordance with RSU 18's Student Computer and Internet Use Policy and Rules (Codes IJNDB and IJNDB-R). Students are responsible for complying with the terms of this policy and the accompanying rules at all times. The policy/rules may be accessed here: <http://www.rsu18.org/policies>. Parents may also request a paper copy of the policy and rules by request to the school office.

Proper Care of Laptops

Students are responsible for the proper care of the laptop issued to them at all times, on or off school property. The following rules must be followed:

- Laptops will not be stored in bathrooms or locker rooms.
- Laptops will not be left out in areas of dampness and extreme temperature (i.e., in a vehicle in the winter or on a hot summer day).
- Laptops will be stored and transported in zipped cases at all times.
- Laptop cases are to be used to store the laptop and cords only.
- Laptops should be stored in the case with the screen facing away from the charger and the CD-Rom toward the bottom of the case.
- **Laptops will be kept in the owner's possession or locked up at all times.**
- Laptops will be brought to school with batteries already charged.
- While using your laptop, all drinks should be in sealed containers and placed on a different surface than the laptop.
- You are responsible for all actions involving your laptop. Do not let anyone else other than your parents/guardians use it.

Laptop Warranty

The Maine Learning Technology Initiative Project (MLTI) provides a warranty that covers all manufacturing defects in student laptops. This warranty does not cover accidental damage, loss, theft, or intentional or negligent damage to laptops.

Laptop Protection Plan Available for Purchase

RSU 18 is offering a Laptop Protection Plan for parents/guardians that covers accidental damage at a nominal cost. If you choose not to participate in the Laptop Protection Plan, parents/guardians will be responsible for the full cost of repairs or replacement of the laptop if it is damaged. These costs can be substantial.

The Laptop Protection Plan does not cover intentional or negligent damage, loss or theft of the laptop, or failure to follow the laptop care rules listed above. The Laptop Protection Plan also does not cover any costs associated with investigating violations of RSU 18's policies or rules, which involve the laptop or school computers. The RSU 18 administration shall determine whether damage to a laptop is considered accidental, intentional or negligent. If you have questions about the Laptop Protection Plan, please contact the **building administration**.

Protection Plan Enrollment Cost

The cost of enrollment for the laptop protection plan is based on the number of students at China Middle School, Messalonskee Middle School, and Messalonskee High School. **PLEASE COMPLETE AND RETURN THE ATTACHED FORM TO ENROLL IN THE RSU 18 LAPTOP PROTECTION PLAN.**

Number of Students in Family (count only 5-12 grade students)	Regular Rates	Free and Reduced Lunch Reduced Rates*
1 student in family	\$40	\$20
2 students in family	\$30 per student	\$10 per student
3 students in family	\$25 per student	\$10 per student
4 or more students in family	\$80 per family maximum cost	\$40 per family maximum cost

***This rate is available only to families who have an approved Free/Reduced Lunch application on file with the school.**

RSU #18
LAPTOP PROTECTION PLAN
ENROLLMENT FORM

Parent/Guardian Name: _____

Address: _____

Telephone Number: _____

Student Information (grades 5-8 only):

Last	First	MI	Grade	Applicable Fee per Student*
				\$
				\$
				\$
				\$
				\$
			TOTAL FEE ENCLOSED	\$

***See information sheet for applicable fees.**

I understand that RSU #18's Laptop Protection Plan covers accidental damage of the laptop issued to my child(ren), and that it does not cover intentional or negligent damage, loss or theft of the laptop.

_____ Date: _____
 Parent/Guardian Signature

Please include check or money order payable to: RSU #18. Please send this form with payment to the China Middle School office.

Coverage begins on the date your payment is processed. Please note that returned checks will incur a bank fee of \$5.00 and possible delay in protection plan coverage.

School Use Only: Date Form Received: _____ Amount Paid: _____ Check # _____ or Money Order _____ Initials of Person Processing Form: _____