



## Samueli Academy Laptop Policy

Due to fundraising from the community, we are fortunate to be able to offer each student a laptop at the beginning of the student's time at the Samueli Academy. We entrust each student with the laptop and students are allowed to bring this laptop home if the parents have authorized this by signing below.

### DAMAGE

Each student is responsible for damage to or loss of their laptop and will be required to pay for any repairs or replacement of the laptop.

If the damage or loss is caused by another student, a written grievance needs to be submitted to the Head of School. A meeting will be scheduled and each party will have the opportunity to address the circumstances of the damage. It will be at the sole discretion of the Head of School which student will be held responsible for the damage, or if the replacement cost will be split in some way.

### PROTECTION

We strongly encourage each student/parent to purchase a protective covering for the computer to help protect against damage. These protective covers can be purchased at the Samueli Academy student store or various covers can be purchased on internet sites. It should be noted that purchasing a cover does not absolve the student of responsibility if the laptop is damaged or lost.

### INSURANCE

The Samueli Academy offers a \$35 insurance policy for damaged laptops. This policy must be elected and paid for at the beginning of school and before any damage occurs to the laptop. For each student who elects and pays for this coverage, any damage will be paid for at the expense of Samueli Academy for one incident. Any additional incident in the same year will be the full responsibility of the student. This policy does not apply to lost or stolen laptops.

I acknowledge I have read and understand this policy:

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

Student Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

(check one)

I accept insurance coverage for damage to laptop. (Attach \$35 check, cash or money order)

I decline insurance coverage and will take full responsibility for damage or loss to laptop. I understand that my student may not be able to participate in certain school activities until repairs are paid for.

Parent Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_