***1:1 Policies and Procedures***

2018-2019



***East Noble School Corporation***

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Kendallville, IN 46755
260-347-2502**

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***Student/Parent Laptop FAQ’s 2018-2019***

1. Does the laptop belong to the student?
* No, the laptop remains the property of East Noble School Corporation and is assigned to the student to use while an East Noble student, the same as a textbook. The student will use the same computer for grades 5-8 and receive a new one for grades 9-12.

1. Does the laptop have insurance coverage?
* The corporation has purchased accidental damage insurance that is supplemented by every student’s annual maintenance fee. This year that is $35.00 per student. Families will pay this as part of their textbook rental for the year.
* Lenovo has changed their definition of what is covered under Accidental Damage Protection. According to Lenovo, “accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to ***liquid spills on the keyboard, unintentional drops or bumps of the product, an electrical surge that damages the product’s circuitry, or failure of the integrated LCD screen.*** In the past, East Noble was able to turn in claims for basically anything we deemed to be accidental. Some common occurrences which used to be covered included screen breakage due to headphones or other items being shut in the computer, anything being dropped on the keyboard, stepping or sitting on the computer, etc. **THESE DAMAGES WILL NO LONGER BE COVERED UNDER ACCIDENTAL DAMAGE PROTECTION** per Lenovo. Because of this, students need to exercise extreme caution in the handling of the laptop, as East Noble will no longer cover damages due to breakage caused in these manners, and ***students and families will be responsible for the cost of repair should this occur***.
1. How do students take care of the laptop?
* The laptop should always be transported in a suitable, secure backpack. Bags must have good padding to support and protect the laptop. For the 2017-2018 school year, students may use their own backpack to transport their laptops. Students will be issued a bag when they pick up their laptop in the fall and the laptop will have to be returned in that bag when it is turned in, but they can use their own backpack during the year.
* It is to be charged at home each night so it is ready for use at school the next day. The student is expected to bring the complete power cord with the computer every day.
* The inventory stickers on the laptop must not be removed. A laptop skin is allowed, but no other markings are allowed on the laptop. The backpack can be decorated with pins or similar items.
* The laptop screens can be wiped with a lint free cloth. Do not use abrasive or liquid cleaners. When necessary, a slightly damp cloth can be used to gently wipe down the keyboard and the screen.
* Make sure to keep the laptop on a secure surface when in use.

1. How will students keep the laptop updated?
* Students will be reminded to update their laptops by email messages that come from peer coaches or tech staff. The student has administrative rights to the laptop assigned to them and is responsible for doing the routine updates to keep their laptop working properly.

1. What happens when the laptop needs repaired or seen by a technician?
* East Noble’s Technology Department will perform all repairs on the laptops. EN is a certified Lenovo service site. **Do not** take the laptop to a repair service outside of school as this voids the warranty.
* To get the laptop repaired, the student should take the laptop to the media center. The student should talk with the media person who will learn about the problem from the student and then determine the steps for repairs. The student and media person will fill out an accidental repair form that stays with the laptop. In cases where the repair takes longer than a day and the damage is accidental and not a result of negligence, a loaner may be issued to the student. The procedures for that will depend on the building the student attends.
* Students who damage a laptop intentionally or have repeated incidents will not be issued a loaner until damages are paid in full or a payment plan is in place.
* Students who use a loaner laptop are responsible for damages that might occur to the loaner while it is in the student’s possession.

1. What happens if the laptop is lost or stolen?
* If a student device comes up missing for any reason, a police report needs to be filed as soon as possible. The school principal must be notified, and the student/parent/guardian is responsible for the cost of replacing the device. The warranty and the student’s maintenance fee do not cover the cost of replacement for lost or stolen laptops. Replacement costs for this year are as follows:
	+ 8th Graders and Seniors:  $184.12; student issued another laptop when payment is made
	7th Graders and Juniors: $314.44; student issued another laptop when payment is made
	6th Graders and Sophomores:  $493.20; student issued another laptop when payment is made
	5th and Ninth Graders: $620.81; student issued another laptop when payment is made.
	+ *Pricing modified August 8,2018. Prices are based on current pricing and availability and are subject to change at any time.*

1. Who pays for other damages to the laptop?
* Normal and routine maintenance/repair issues are covered by the annual maintenance fee paid by students. Only when the damages are determined to have been caused intentionally or unintentionally due of a lack of reasonable precautions will the student/parent/guardian be responsible for the charges associated with the repair. Building administrators will make the determination regarding intentional damage and the technology department will determine the cost of repairs. The coverage on the device excludes the cost of the adapter and the battery. If either of those are lost, stolen or intentionally damaged, the student/parent/guardian will be charged a replacement cost.

1. What happens if students forget to bring the laptop to school?
* The consequences for not having the laptop at school will be determined by the classroom teachers. Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their laptop to class.

1. What things can and can’t students do with the laptop?
* The *Responsible Use Policy* (included in this document) covers what students may or may not do with school devices. If they have any questions, they should ask an adult.

1. What things shouldn’t students do with the laptop?
* Students cannot use the laptop for private or commercial gain or for private or personal advertising. They cannot download pirated software, songs, or movies. They cannot use it to invade the privacy of others, use it to post materials authored by another without their consent, or use it to post anonymous messages. Students cannot use the laptop to access, submit, post/publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate. Students must be aware of copyright laws regarding media and abide by those laws. Students cannot load restrictive software, like Net Nanny, as it will interfere with online testing like ISTEP and other programs used at school. Students cannot install an additional/different operating system, like Ubuntu or another Linux system. They are also not allowed to reinstall the Windows Operating System.

1. What is network etiquette and how does it apply to students?
* Network etiquette is how you treat others on the network and how you respectfully use the network resources provided. Students are expected to be polite and to use appropriate language. They are not to reveal their telephone number and address or those of other students. They will not use email to engage in spamming others or posting/ forwarding chain letters. They will not use email to threaten or harass others. They will not disrupt the network in any way and they understand that all information and data housed on their computer is the property of East Noble and is not private. Students understand that their computer can be accessed by administrators or tech staff as well as a history of their internet usage. A teacher can also request a student show them the contents of their computers, history, or school email account.

1. How do students keep themselves safe on the Internet?
* Students can ensure their safety on the internet by not posting personal information about themselves or other people. This includes addresses, phone numbers, work addresses, names of cities where they live, the name of schools they attend, etc. **Students should never agree to meet with someone they have met online.** Students should talk to a teacher, librarian, principal, counselor or other trusted adult about anything they encounter that is inappropriate or makes them feel uncomfortable.

1. What are some “best practices” for a successful experience with the laptop?
* Students should have a flash drive or a OneDrive Pro account and back up their critical files. They should do this on a regular basis.
* If the laptop needs repaired for hard-drive issues, it is likely to be re-imaged--meaning a new hard-drive will be put in the laptop and the student will lose all files and other loaded software.
* Students should have a set of ear buds or earphones for listening to things privately on the laptop.
* Students are responsible for regularly running updates on the computer.
* When students are in doubt about anything, they should ask an adult.

1. Can a student use his/her own personal computer?
* No. Students must use an East Noble device on the school network.

1. What if families do not have Internet access or have slow Internet service?
* The staff at East Noble is aware that not all families have access or fast access to the internet. Teachers will keep this in mind as they design assignments and will work with students to provide alternate ways of accessing the information, such as how to download videos while they are at school so they can access them at home without the Internet. Additionally, when the corporation installed wifi in the buildings, it was set up with a strong enough signal that students can access from the parking lot in front of the schools and even on the football field at the high school. The public libraries also have access, along with McDonalds, the YMCA, and various other restaurants and organizations.

16. What happens if a student withdraws from the district before the end of the school year?

* Students will return their assigned laptop, adapter/cords, battery and the backpack to the school office on their last day in attendance. **No refunds will be issued.**
	+ A thorough examination of the laptop will be conducted. Student and family could be assessed fees for cosmetic or other damages.
	+ Students withdrawing cannot purchase the laptop.
	+ If the laptop is not returned to the school corporation upon withdrawal or school end, failure to return the laptop will be considered conversion/theft and will be reported to the proper authorities.

*Revised July 22, 2017--These FAQs are subject to updates and change at any time*.

***Beginning of Year Processes/Procedures***

As a part of the online registration process for East Noble School Corporation, parents acknowledge their understanding of the following documents by electronically signing off on them:

1. *Responsible Use Policy*
2. *Student/Parent Device Agreement*
3. *COPPA Form for Verifiable Parental Consent* (Grades K-6)
4. *FERPA Policy*
5. *iPad Home Agreement* (Grades K-4)
6. *ADP Changes 2014*

Copies of these documents are included in the following pages.

At the beginning of each year, all 5-12 grade students will be offered Theft and Vandalism Insurance. The purchase of such insurance is entirely voluntary.

Students in grades 5-7 and 9-11 take their devices home over the summer, with the exception of eighth grade students. Since our laptops are leased on four-year agreements (from grades 4-8 and then from grades 9-12), the end of the eighth-grade year is when laptops must be purchased or turned in. Because of this, freshmen and new students receive their new devices prior to the start of the school year at Freshman Orientation.

**Policy**

**Board of School Trustees**

**Program**

**East Noble School Corporation Revised June 2015**

**EAST NOBLE SCHOOL CORPORATION**

**STUDENT RESPONSIBLE USE POLICY**

All use of the Internet shall be consistent with East Noble School Corporation’s goal of maximizing the potential of every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. An agreement to this form is legally binding and indicates the party who signed off has read the terms and conditions carefully and understands their significance.

**Internet - Terms and Conditions**

1. **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.
2. **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.
3. **Unacceptable Use –** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
	* Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
	* Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
	* Downloading copyrighted material
	* Using the network for private or commercial gain.
	* Gaining unauthorized access to resources or entities.
	* Invading the privacy of individuals.
	* Posting material authored or created by another without his/her consent.
	* Posting anonymous messages.
	* Using the network for commercial or private advertising.
	* Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
	* Using the network while access privileges are suspended or revoked.
	* Posting chain letters or engaging in spamming.
4. **Exclusive Use of Access** - Network users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Primary network resources can only be accessed with school owned computers, laptops and similar devices. *If Internet access is needed on student owned computers, laptops, tablets, and other internet devices, users must access the filtered, wireless ENSC Guest Network. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere. An appropriately-trained administrator may examine a student’s personal telecommunication device and search its contents, in accordance with disciplinary guidelines. Students are encouraged to use personal USB drives or cloud storage to store and transport personal files between classrooms, home and school.*
5. **Network Etiquette** – You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:
	* Be polite.
	* Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
* Do not reveal the addresses or telephone numbers of students or colleagues.
* Do not use the network to disrupt the use of the network by other users.
* All communications and information accessible via the network should be assumed to be property of East Noble School Corporation.
1. **Personal Safety –** For your own benefit, observe the following precautions:
	* Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
	* Do not agree to meet with someone you have met online.
	* Disclose to your teacher, librarian, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.
2. **Search and Seizure/Due Process** - Your laptop and network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this agreement, or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this agreement or the law, or if requested by local, state or federal law enforcement officials. East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation.
3. **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges, and possible expulsion. If a user is identified as

a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

1. **Vandalism**/**Harassment** – Vandalism and/or harassment will result in cancellation of privileges and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another’s work. This includes, but is not limited to, the sending of unwanted e-mail.
2. East Noble School Corporation reserves the right to amend this policy as needed.

10) The Responsible Use Policy is signed off on each year while at East Noble School Corporation.

**Policy**

**Board of School Trustees**

**Program**

**East Noble School Corporation**

**Revised June 2015**

**EAST NOBLE SCHOOL CORPORATION**

**STUDENT/PARENT DEVICE AGREEMENT FORM**

All K-12 grade students East Noble School Corporation are issued a device for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is asked to read this form carefully.

**Proper Care and Precautions**

**Personal Responsibilities**

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| --- | --- |
|  |  |
| 1. | I/We understand that the device and its accessory equipment are the property of East Noble School Corporation. |
| 2. | I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the device. |
| 3. | I/We understand and agree to abide by the rules and regulations ofthe **ENSC Responsible Use Policy**. Failure to abide by this policy will result in disciplinary action. |
| 4. | I/We understand that the device will be returned at the corporation’s discretion for upgrades and maintenance. |
| 5. | I/We understand that I/we must report all device damages or the theft/loss of the device to the building designee within ***one school day*. In terms of laptops, should a machine be turned in at the end of the lease having damages that have not been reported and that damage is deemed greater than the replacement cost of the device, it will be the responsibility of the student to pay the buyout cost of the device.**  |
| 6. | I/We understand that the device must be in a padded backpack when being transported as a reasonable precaution against damage, theft, or loss. iPads must remain in the protective case provided by the district. Devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the district. Only labels or stickers approved by ENSC may be applied to the devices. |
| 7. | I/we understand that I/we will be responsible for all repair/replacement charges associated with device damages caused intentionally, through a lack of reasonable precautions (negligence) or loss/theft. Cost will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer. |
| 8. | I/We understand that, unless instructed otherwise by a teacher, all students must have their fully charged device with them each day for every class. |
| 9. | (For iPads Only) I/We understand that iPads will only connect to the Internet through a wireless connection. The cable provided with the iPad is to be used for CHARGING only; the iPads should never be connected to a personal computer. Students will not synchronize iPads or add apps to their assigned iPad, including syncing to home or personal iTunes accounts.  |

**Fee, Coverage and Maintenance Information**

|  |  |
| --- | --- |
|  |  |
| 1. | I/We understand that the Technology Fee goes toward covering district technology programs, building networks, and *accidental damages* to devices. I/we will be responsible for the annual Technology Fee. For the 2017-2018 school year, this payment will be $10.00 per iPad and $35.00 per laptop. |
| 2. |  I/We understand that in order to qualify as *accidental damage*, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim form. Accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to liquid spills on the keyboard, unintentional drops or bumps of the product, an electrical surge that damages the product’s circuitry, or failure of the integrated LCD screen. There will be an unlimited number of repairs up to the cost of the system or single replacement. The following is NOT considered accidental damage: screen breakage due to headphones or other items being shut in the lid (for a computer), anything being dropped on the keyboard or screen, or stepping or sitting on the keyboard or screen.  |
| 3. | I/we understand that the Technology Fee does not cover batteries, AC adapters, iPad cases, or bags. If these items are lost, damaged, or stolen, I/we will be responsible for the full replacement cost of the item. |
| 4. | I/We understand that if, in the opinion of the building administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, the cost of the parts and repair will the responsibility of the student/parent. Current replacement part costs are listed on the East Noble School Corporation website.  |
| 5. | I/We understand that in the event there are repeated “accidents” of a similar nature, the school administration may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair will become the responsibility of the student/parent. |
| 6. | I/We understand that in the event the device is stolen, I/we must contact the school administration immediately. I/we understand that a police report must also be filed. |
| 7. | I/We also understand that in the event that the device was stolen or lost regardless of the circumstances, I/we will be responsible for the full replacement cost of the device. |
| 8. | (For Laptops Only): I/We understand that in the event a laptop needs to be repaired and that repair will take longer than the school day, the student will be able check out a loaner laptop. However, I/We understand these loaners are not covered by Accidental Damage protection, and it is the responsibility of the student to pay for any damages that occur during his/her use. |

East Noble School Corporation reserves the right to amend this agreement at any time.

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***COPPA Form for Verifiable Parental Consent***

***(COPPA is the Children’s Online Privacy Protection Act)***

Dear Parents,

In order for East Noble School Corporation to provide your student with the most effective web-based tools and apps for learning, we need to abide by federal regulations that require a parental permission as outlined below. East Noble School Corporation utilizes several computer software apps and web-based services operated not by East Noble School Corporation, but by third parties. These include Dropbox, Evernote, Google Apps for Education, Microsoft Office 365 for Education, Canvas and similar educational programs. A complete listing of all the websites and apps used by East Noble along with the privacy policy for each can be found on the East Noble School Corporation website.

In order for our students to use these programs and services, certain basic personal identifying information--generally the student’s name, username and email address--must be provided to the web site operator. **It is important to note that students in grades K-6 can only email East Noble staff members from their school accounts and cannot receive email from ANY outside email addresses. There is no danger that any outside individuals or companies will be able to communicate with children in these grades.** In many cases, access to these websites and resources is provided through a teacher account and is monitored by the teacher using the resource. Students in grade 7, however, are able to receive email from outside email addresses since the majority of these students are 13 or will be turning 13 during their seventh grade year.

Under the federal COPPA law, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as East Noble to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.

This form constitutes your consent for East Noble Schools to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to the following web-operators: Google Apps for Education, Dropbox, Evernote and the operators of any additional web-based educational programs and services which East Noble School Corporation may deem necessary during the upcoming academic year.

This document is being provided through the online registration process, and your electronic signature and the end of the registration process is considered legal and binding.

Copies of this policy are available for printing from the school maintained website.

If you have questions concerning this agreement, please contact Joanna Cook, ENSC Technology Director, at (260)347-2502, or at jcook@eastnoble.net.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
	+ School officials with legitimate educational interest;
	+ Other schools to which a student is transferring;
	+ Specified officials for audit or evaluation purposes;
	+ Appropriate parties in connection with financial aid to a student;
	+ Organizations conducting certain studies for or on behalf of the school;
	+ Accrediting organizations;
	+ To comply with a judicial order or lawfully issued subpoena;
	+ Appropriate officials in cases of health and safety emergencies; and
	+ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance to agencies such as, but not limited to, military branches (Juniors and Seniors), the school website, newspapers, and the Division of Family and Children.

The East Noble School Corporation designates the following items as Directory Information: student name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, dates of attendance, degrees and awards received, grade level, and other similar information, photograph, videotape or digital recording not used in a disciplinary matter, and student work displayed at the discretion of the teacher. The corporation may disclose any of these directory information items without prior written consent, unless notified in writing to the contrary.



**PLEASE READ CAREFULLY**

**Effective August 7, 2014**

**EAST NOBLE SCHOOL CORPORATION**

**CHANGES TO ACCIDENTAL DAMAGE PROTECTION COVERAGE**

Lenovo has changed their definition of what is covered under Accidental Damage Protection. According to Lenovo, “accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to ***liquid spills on the keyboard, unintentional drops or bumps of the product, an electrical surge that damages the product’s circuitry, or failure of the integrated LCD screen.***

In the past, East Noble was able to turn in claims for basically anything we deemed to be accidental. Some common occurrences which used to be covered included screen breakage due to headphones or other items being shut in the computer, anything being dropped on the keyboard, stepping or sitting on the computer, etc. **THESE DAMAGES WILL NO LONGER BE COVERED UNDER ACCIDENTAL DAMAGE PROTECTION** per Lenovo.

Because of this, students need to exercise extreme caution in the handling of the laptop, as East Noble will no longer cover damages due to breakage caused in these manners, and ***students and families will be responsible for the cost of repair should this occur***. Typical screen replacement costs are $175.

***Student Device Repair--Processes and Forms***

***Performance, Software Issues***

***Student Device Repair—Processes and Forms***

***Physical Damage***

**STUDENT REPAIR/DAMAGE FORM – EAST NOBLE SCHOOL CORPORATION**

|  |  |
| --- | --- |
| **Student Name:**  | **School Attended: Teacher:** |
| **EN Inventory Number:**  | **Date of Incident: Date Form Filled Out:** |
| **What problems are you having with your device? If your device has physical damage, how did the damage occur? Failure to state how the damage occurred will result in having to meet with an Administrator and/or getting invoiced for the damage to the device. *“I do not know how the damage occurred” will not be an acceptable explanation.* Please be descriptive.****The information given in this claim form is true and correct to the best of my knowledge and belief.****Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****This claim is being referred to an Administrator for further review. Referred by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******If intentional or negligent damage is suspected please refer to the form on the back of this sheet.*** |
| **Level 1 Remarks –Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** **Does the device have physical damage? Yes No (If device has physical damage please proceed to the next level)**
* **Does the device turn on? Yes No**
* **Did any diagnostics tests fail on the device? Yes No Unable to Test Which test(s) failed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Does the device have the latest updates? Yes No Which updates did you install? Lenovo Windows Other**

**Notes :**  ***This claim is completed and I have closed the ticket. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***This claim is being referred to Level 2 on Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| **Level 2 Remarks –Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Solution or parts ordered for device:**  ***This claim is completed and I have closed the ticket. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******This claim is being referred to Level 3. Name of Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| **Level 3 Remarks –Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Solution:**  ***This claim is completed and I have closed the ticket. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******This claim is being referred to Level 4. Name of Person/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

**Please complete the following information for intentional/negligent damage on a student device.**

|  |
| --- |
| **Technician Evaluation/Parts to be Replaced/Estimated Cost to Repair:** **Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Principal Interview with Student:** What was the outcome of the session with the student? |
| **Principal Decision:** Specify what repairs should be charged to the student or other students involved.**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Principal discussion with Parent/Guardian detail. Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of Parent/Guardian Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Student and Parent/Guardian Signatures:**I understand that an invoice covering the repair cost and labor will be issued. The device will not be returned until the bill is paid in full.Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(The device will be held and no loaner will be given until the cost of repair or replacement has been paid in full.)

***Withdrawal/Transfer/Expulsions Process***

* 1. **Withdrawals** (When students who are withdrawing to “Homeschool” meet with the administration, counselors, or the registrar to sign paperwork for the withdrawal, an attempt should be made to collect the machine at that time or to at least make arrangements with the parents for the machine to be brought in.)
		1. Following the email from the registrar regarding the withdrawal, the **media center staff** will enquire to the administrators, counselors, and other pertinent staff members as to whether they have the machine in their possession.
		2. If they do not, the media center staff will contact the student’s **counselor** to have them make a contact with the student’s family if at all possible.
		3. The **counselor** will contact the family to try to make arrangements for them to bring the in the machine and will then let the media center staff know the status of the machine following this contact.
		4. If the family still does not bring the laptop in, the **administration** will attempt to contact the family to let them know they will be invoiced for the machine. The administration will alert the media staff that the contact has been made.
		5. If a machine is not brought in within a week following the contact, the media center staff will alert the **school resource officer**. The resource officer will attempt to pick the machine up or will make contact with any other legal authorities that may be able to assist in picking up the machine.
		6. The administrator or media center staff will alert Veronica Mosley to invoice the family for the replacement cost of the machine.
	2. **Transfers:** (A form needs to be made that would be sent from ENSC to the neighboring school when the school requests the records which would state to parents they are financially responsible for the return of the laptop. *This form will be coming soon.* ENSC may attempt to stall sending the records to the neighboring school until the laptop is returned or financial restitution is made--but can't legally hold them.)
		1. Following the email from the registrar regarding the withdrawal, the **media staff** will enquire to the administrators, counselors, and other pertinent staff members as to whether they have the machine in their possession.
		2. If they do not, the media staff will contact the student’s **counselor** to have them make a contact with the student’s family if at all possible.
		3. The **counselor** will make a family contact to try to arrange for the family to bring the machine in and will let the media center staff know the status of the machine following this contact.
		4. If the machine is not brought in, the **administration** will attempt to contact the family to let them know they will be invoiced for the machine. The administration will alert the media staff that the contact has been made.
		5. If a machine is not brought in within a week following the contact, the media center staff will alert the **school resource officer**. The resource officer will attempt to pick the machine up or will make contact with any other legal staff that may be able to assist in picking up the machine.
		6. The administrator or media staff will alert Veronica Mosley to invoice the family for the replacement cost of the machine.

* 1. **Expulsions**
		1. Following the email from the registrar regarding the expulsion, the **media staff** enquire to the administrators, counselors, and other pertinent staff members as to whether they have the machine in their possession.
		2. If they do not, the media staff will contact the **administration** to have them make a contact with the student’s family if at all possible.
		3. The **administration** makes a family contact to try to arrange for the family to bring the machine in and informs the family they will be invoiced for the machine.
		4. The **administration** lets media center staff know the status of the machine following this contact.
		5. If the machine is not brought in within a week following the contact, the media center staff will alert the **school resource officer**. The resource officer will attempt to pick the machine up or will make contact with any other legal staff that may be able to assist in picking up the machine.
		6. If the school resource officer is unsuccessful in the attempt to get the machine, the **media staff** or administration will alert Veronica Mosley to invoice the family for the replacement cost of the machine.



***Loaner Procedures and Policies***

**All students will be given loaner machines when they bring their machines in for repairs unless negligence or intentional damage is suspected and if a repair can't occur in a short period of time.** There are 20-30 loaners in every building to meet this need.

When a student’s machine is turned in for repair and they need to check out a loaner laptop, the media assistant gives them a Loaner Agreement to sign. This form is used to track damages on loaner computers. The reason this is vital is because **loaner computers are not covered under any kind of Accidental Damage protection or warranty.** Because of this, students are financially responsible for any damages to a loaner laptop while it is in their possession. Prior to the media assistant giving the student the form, the media assistant quickly inspects the laptop for physical damage. If some is detected, it is written on the form. The form is then given to the student to complete. The student is asked to inspect the laptop and note any additional damages. He/she then signs the form and is then allowed to check the laptop out.

**EAST NOBLE STUDENT LOANER AGREEMENT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| STUDENT LOANER INFORMATION |
| **Student Name Grade** |
| **Date of Check Out Building** |
| **Loaner Laptop Tag Number**  |
| I agree to take care of the loaner laptop while my laptop is in for repairs. I understand that I am responsible for any damages incurred by the loaner while in my possession and I will pay the cost of all repairs.I have examined the loaner laptop with the media teacher or designated adult and together we agree that the items listed below regarding the condition of the loaner were evident when I took the device.­­­­­­­­­­­­­­­­­­­­  |
| **Student Signature** |
| **Media or Adult Signature** |

**Office Use Only: Form to accompany laptop needing repairs.**

|  |  |
| --- | --- |
| **Date loaner laptop turned in**  | **Condition (State OK or note new damages)** |
|  |  |
| **Signature person taking in loaner** |
|  |

***Payment Agreements***

When students lose accessories to their laptop (charger, bag, etc.), they must pay to replace the item if they are not returned when the student turns the laptop in.

Additionally, if a machine has been damaged through an act of negligence or intentional damage, parents will be billed for the damage and the cost of the parts needed to fix it. The costs of these parts are published on a yearly “Laptop Repair and Replacement Charges” sheet.

If a machine has been intentionally damaged, the device is held in the technology room and is not repaired until payment has been received. Occasionally families are unable to pay the total amount of the damages up front. Because our desire is for our students to have devices to use in their classes, we now offer payment plans to pay for large charges. The basis of this plan is as follows:

1. Pay 25% of the balance owed as a down payment. At this time, your child will be issued a loaner computer to use IN THE BUILDING during the school day.
2. Make at least a $25 payment every month toward the balance.
3. When 50% of the balance owed has been paid, the child is able to take the loaner machine home.
4. When 100% of the balance is paid, the child receives a replacement laptop or his/her laptop is repaired an returned to the student permanently.
5. Failure to make at least a $25 payment each month for two months will result in the loaner laptop being withdrawn as an option for use.

When families have been billed for laptop damages, they are invoiced for three months. If no payment has been made or no agreement has been reached, at that point East Noble School Corporation may take the family to Small Claims Court in an attempt to retrieve the charges.

(A sample payment letter is included on the following page.)



East Noble School Corporation

10/23/2018

Dear Parent or Guardian of Click here to enter text.

You are receiving this letter because your family currently owes money to East Noble School Corporation for the damages, theft, or loss of a school-issued computer. Because technology is a vital tool for all students at ENSC, we want to give you the opportunity to make progress on your debt and eliminate the roadblock your child might be having right now because of not having a laptop.

East Noble is now offering a payment option and will work with you to provide your child with a laptop to use should you choose to participate. The basis of this plan is as follows:

1. Pay 25% of the balance owed as a down payment. At this time, your child will be issued a loaner computer to use in the building during the school day.
2. Make at least a $25 payment every month toward the balance.
3. When you have paid 50% of the balance owed, your child will be able to take the loaner machine home.
4. When 100% of the balance is paid, your child will receive a replacement laptop that will remain his/hers for the school career.
5. Failure to make at least a $25 payment each month for two months will result in the loaner laptop being withdrawn as an option for use.

Should you be interested in this option, please fill out and return the bottom of this form along with the 25% down payment to either Joanna Cook at the corporation office or Veronica Mosley, ENSC Technology Assistant, at ENHS. If you have questions, you may contact Joanna Cook at 260-347-2502, or Veronica Mosley at 260-347-7180.

We look forward to partnering with you to provide this opportunity for your child.

Joanna Cook

East Noble School Corporation Technology Director



Payment Agreement with East Noble School Corporation

***Terms of Agreement:***

I, parent or guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to the put 25% down and make a $25 payment each month for my child to use a loaner laptop at school. I also understand that this loaner laptop may be taken away if I fail to make payments for two months in a row. Upon full payment of the balance owed, I understand my child will receive a replacement laptop that will be his/hers during his time at ENSC.

Click here to enter text. Click here to enter text.

***Item*** ***Total Balance Owed***

Click here to enter text. Click here to enter text.

***Amount Needed for a Down Payment:*** ***Amt. Needed to take Loaner Home (50%)***

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

Printed Parent Name Parent Signature

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

 Date

***Student Laptop Repair and Replacement Charges for 2018-2019***

Damages which occur to laptops intentionally or if the damage is caused because of negligence are not covered under the existing Accidental Damage Plan. Students will be invoiced for the repairs as needed. Students who lose their laptop or if their laptop is stolen will pay the replacement cost for the laptop.  The laptop replacement will be the newest model in the cycle and includes its own Accidental Damage Plan.

**Cost to Student for Common Laptops Items**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Backpack—New Replacement | $30.00 |
|  8th & 12th graders not returning a bag during the year | $7.50 |
|  7th & 11th graders not returning a bag during the year | $15.00 |
|  6th & 10th graders not returning a bag during the year | $22.50 |
|  5th & 9th graders not returning a bag during the year | $30.00 |
| Yoga Power Adapter | $26.00 |

**Yoga 11E Gen 1 Machine and Parts Pricing ( 8th & 12th Grade Machines)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $270.00 |
| Keyboard Replacement | $40.00 |
| Motherboard Replacement | $275.00 |
| Back Bezel (Case) Replacement | $50.00 |
| Bottom Bezel (Case) Replacement | $30.00 |
| Trackpad Replacement | $50.00 |
| Laptop Hinge Replacement | $50.00 |
| Thermal Cover | $50.00 |
| Battery | $100.00 |
| Hard Drive | $50.00 |

**Yoga 11E Gen 3-4 Machine and Part Pricing (6th, 7th, 10th, & 11th Grade Machines)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $215.00 |
| Keyboard Replacement | $40.00 |
| Motherboard Replacement | $215.00 |
| Back Bezel (Case) Replacement | $80.00 |
| Bottom Bezel (Case) Replacement | $80.00 |
| Trackpad Replacement | $50.00 |
| Laptop Hinge Replacement | $50.00 |
| Thermal Cover | $50.00 |
| Battery | $100.00 |
| Hard Drive | $75.00 |

**Yoga 11E Gen 5 Machine and Part Pricing (5th & 9th Grade Machines)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $215.00 |
| Keyboard Replacement | $40.00 |
| Motherboard Replacement | $215.00 |
| Back Bezel (Case) Replacement | $80.00 |
| Bottom Bezel (Case) Replacement | $80.00 |
| Trackpad Replacement | $50.00 |
| Laptop Hinge Replacement | $50.00 |
| Thermal Cover | $50.00 |
| Battery | $100.00 |
| Hard Drive | $75.00 |

**Yoga 11E Total Replacement Costs Due to Loss or Negligence**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| 8th & 12th Graders (Student issued another laptop when payment is made) | $184.12 |
| 7th & 11th Graders (Student issued another laptop when payment is made) | $314.44 |
| 6th & 10th Graders (Student issued another laptop when payment is made) | $493.20 |
| 5th & 9th Graders (Student issued another laptop when payment is made) | $620.81 |

**Lenovo X220 Machine and Parts Pricing (Loaner Laptops)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Total Replacement Cost | $75.00 |
| Battery | $40.00 |
| Screen Replacement | $40.00 |
| Keyboard Replacement | $20.00 |
| Motherboard Replacement | $40.00 |
| Back Bezel (Case) Replacement | $20.00 |
| Bottom Bezel (Case) Replacement | $20.00 |
| Trackpad Replacement | $20.00 |
| Power Adapter Replacement | $30.00 |
| Hard Drive | $50.00 |

Modified August 8, 2018. Prices are based on current market pricing and availability and are subject to change at any time.

**iPad Repair and Replacement Charges for 2018-2019**

*The costs of damages caused by students who are negligent or who intentionally damage their iPads are* not covered under the existing Accidental Damage Plan. Students will be invoiced for the repairs as *needed.*. Additionally, students who lose their iPad or have their iPad stolen will pay the replacement cost for the iPad.

# Cost to Student for Common iPad Items

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Cases | $15.00 |
| Charging Cable | $8.00 |
| Charging Block | $8.00 |
| Screen Protector Replacement | $6.00 |
| Bent iPad | $30-$394 |

**iPad Air 2 Total Replacement and Parts Pricing (2nd, 3rd, & 4th Graders)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $195.00 |
| Total Replacement | $300.00 |

**5th Gen iPad Total Replacement and Parts Pricing (1st Graders)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $30.00 |
| Total Replacement | $300.00 |

**6th Gen iPad Total Replacement and Parts Pricing (Kindergarteners)**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Screen Replacement | $79.00 |
| Total Replacement | $394.00 |

Modified September 14, 2018. Prices are based on current market pricing and availability and are subject to change at any time.

***End of Year Buyout***

East Noble devices are financed through four-year leases. Students keep their devices from grades 5-8 and then from grades 9-12. At the end of the eighth and 12th grade years, students are offered the option to purchase their laptops at a reduced rate. A sample buy-out letter is included below.



East Noble School Corporation

1/13/2018

Dear 8th Grade Student and Parents,

As an 8th grader, you are eligible to purchase your laptop. This letter covers important information regarding that purchase, should you choose to do so.

The cost to buyout your laptop this year is $30.00. All fees and book rental due to East Noble must be paid in full before you qualify for this purchase. If you would like to buy your laptop, you must pay Mrs. Kline in the main office.

If you wish to purchase your laptop, you must pay to purchase your laptop **no later than Friday, May 11. MAY 11 IS THE ABSOLUTE DEADLINE FOR PURCHASE.** We accept cash or checks made out to East Noble School Corporation. Credit card payments are not accepted at this time, and no payment plans will be available.

All 8th graders--even those purchasing their laptops--must turn in their laptops to the ENMS Media Center no later than 12:00 on May 25 (students completing finals before that date may turn their laptops in prior to that time.)

The Technology Department will make every effort to return purchased laptops to students by the end of the day on May 25. If this is not possible, you will be emailed when your laptop is ready for pick up.

When you receive your laptop back, it will have been restored to factory defaults and the hard drive will have been reimaged. **This means that all of your documents will be gone unless you back them up prior to turning in your laptop**. **If you have them saved to One Drive you will still have access to them.** The factory image does not include virus software or any software that filters the internet.

Your laptop has accidental damage insurance that will cover damages until May 31, 2018. East Noble will continue to repair your laptop until this date. On June 1, 2018, all warranties and the accidental plan expires and East Noble will not support the laptop in any way. *If you have physical damage to your laptop that you wish to have repaired, you must report it to the Media Center by May 2, 2018. If damage occurs after this date or is not reported by this date, we cannot guarantee you will receive your laptop back by May 25.* The only exception to this rule involves hard drives; if your hard drive fails before July 1, 2018, East Noble will replace it. Any failures after that date will not be covered.

To receive important information regarding East Noble Technology and the end of the year, follow our Twitter feed at **@ENSCTech**.

Again, the absolute deadline to purchase your laptop is FRIDAY, MAY 11. If you have questions regarding this process, please see Mrs. Baermann or Mrs. Sibert in the ENMS Media Center.

Thank you!

Joanna Cook Josh Walters

ENSC Technology Director 1:1 Manager

|  |  |
| --- | --- |
| **Name:** | **Building:** |
| Grade: |  |
| **Student iPad Check-In Sheet** |
| *Please check-in your student devices thouroughly to make sure any damage to the device is notated here.* |
| **Student Name:** | **Broken Screen** | **Broken Case** | **Headphone Jack Broken** | **No Damages** |
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| ***Additional Comments or Concerns:*** |
| ***I have checked-in all of the above student devicesand noted any damages that I found on them.*** |
| **Teacher Signature:**  | **Date:**  |

Laptop Return Form

Student: Building: Teacher:

Grade Completed: Color:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Computer | Battery | Adapter |
| EN Tag Number |  |  |  |
| Serial Number |  |  |  |

Check box(es) for damage on device:

|  |  |  |  |
| --- | --- | --- | --- |
| No Charger (adapter) Returned |  | Damaged charger (adapter) Returned |  |
| Wrong Charger (adapter) Returned |  | USB Port Damage |  |
| Battery Damage |  | Broken Grill |  |
| Broken Hinges |  | Broken Headphone Jack |  |
| Keyboard (missing keys) |  | Screen - broken or scratched |  |
| Broken Corners |  | Broken Trackpad |  |
| Other: |

I understand I will be billed for damages or for adapter changes from loss, damage or returning wrong charger.

Student Signature: Technician Initials:

Request for Investigation of Illegal/Questionable Items on a Device

EAST NOBLE SCHOOL CORPORATION

|  |
| --- |
| **To be filled out by original requestor** |
| **Student Name Grade** |
| **Name of Person Filling out this Form: Building** |
| **EN Inventory Number: (6 digit number) Date** |
| **Please give as much detail as possible as to what was seen/suspected on device.** |
| **To be filled out by Administrator** |
| Administrator Name Date received: |
| **Please detail the conversation had with student.** |
| **Please detail the conversation had with parents if contact was made.** |
| **Date of Parent Contact Contact Person’s Signature**  |
| **Please list what steps are to be taken next. (Returned to Student, Sent with Police, Sent to Technology Department)** |
| **To be filled out by Police or Technician** |
| Police or Technician Name Date Received |
| Detail what was found on the device |
| List the steps to be taken with the device. |
| Signature of Police or Technician Date Returned  |

