



August 7, 2019

Dear 2019-2020 Discovery Middle School Student and Family,

We are excited to continue to equip each student with an HP Chromebook in August to use during the 2019-20 school year. A student Chromebook will be reserved for your child with anticipated distribution during the first or second week of school. We will keep track of each student's Chromebook serial number, and your student will use the same Chromebook for three years.

In order for the Chromebook distribution process to run smoothly for students, we need to outline the steps that will be followed in order for students to be ready for class with their own personal Chromebooks when school starts.

1. First we need parents/guardians of all students to review the full Chromebook Use Agreement and Guidelines provided to you in the back to school packets, this can also be found on our school website.
2. As a parent/guardian, you will be responsible if the Chromebook is damaged or stolen. We will have an optional repair plan available for \$25/year if you should want to purchase a repair plan. Information and registration for the optional repair plan can be found on the reverse side of this letter.

We look forward to continuing to use Chromebooks in our school. Please make sure to review the Chromebook Use Agreement and Guidelines with your student. We appreciate your support as we continue our digitally-enhanced learning initiative.

Sincerely,

Elizabeth Willkom-Cunha  
Principal,  
Discovery Middle School

## STUDENT CHROMEBOOK INSURANCE FORM

Families may purchase a repair plan at a cost of \$25.00 per student for the 2019-2020 school year. This Student Chromebook Repair Agreement ("Agreement") is made effective between the Penn-Harris-Madison School Corporation ("PHM"), the student having received a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). P-H-M, the Student, and the Parent(s) agree as follows:

- In exchange for a payment of \$25.00, PHM agrees to make up to two repairs to the Chromebook assigned to the undersigned Student if it is damaged as a result of the Student's misuse and/or negligence at no cost to the student.
- This Agreement does not cover theft of the Chromebook, loss/misplacement of the Chromebook, fire damage to the Chromebook, or intentional/malicious damage to the Chromebook.
- If the Chromebook is damaged after two repairs are made pursuant to this Agreement, any issues regarding the subsequent need for repair will be resolved pursuant to Section 2(a) of the Student Chromebook Use Agreement and Guidelines. (Typical fees for repair to the Chromebook will cost between \$30.00 and \$100.00 per repair.)
- Entering into this Agreement is optional. If the Student and Parent(s) decide not to enter into this Agreement, any issues regarding the need to repair the Chromebook will be resolved pursuant to Section 2(a) of the Student Chromebook Use Agreement and Guidelines.
- **The Chromebook must be kept in the supplied protective cover at all times. Chromebooks not kept in the protective cover will not be covered by this repair program.**
- This Agreement is effective for one full year.

If you wish to purchase the repair plan, please complete the information below and return this form with \$25.00 payment to the school office on or before September 13, 2019.

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Student Name (printed clearly)

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ID#

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Student Signature

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Date

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Address

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Home Phone

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Cell Phone

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Parent Name (printed clearly)

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Parent Signature

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Date

Check one:    ☐ Cash

☐ Check

☐ Money Order