

## Windham High School Laptop Equipment Accidental Damage/Loss Policy

Please read the policy to understand your family's rights and responsibilities, and what is covered. Windham High School is currently self-insured. The Windham School District is charging each student an annual fee to provide accidental damage and loss coverage for your child's equipment (Laptop, Charger & Case) to protect each family from costly repairs and/or replacement fees. Please help us keep the yearly fees low by taking very good care of the equipment. The fee for your computer is collected by the Windham School District, however, students who make claims may be assessed additional costs as indicated below.

### A. Costs

1. The yearly fee for accidental breakage/loss coverage is \$35. This coverage is good for one school year. Should there be a claim for equipment damage, there are three tiers of costs. The Tech Department will determine which tier the claim falls based on the extent and cost of the repair.  
**Tier 1:**
  - The cost for Tier 1 is \$0 and is covered by the initial fee. Tier 1 would be for minor claims or parts where the damage is somewhat inexpensive to repair. Most repairs fall under this category.**Tier 2:**
  - The cost for Tier 2 is \$50. Tier 2 would be for moderate claims or parts such as replacing the CD-ROM drive, replacing lost/stolen charger, etc.**Tier 3:**
  - The cost for Tier 3 is \$100. Tier 3 is for expensive claims such as unintentional spill damage, cracked screens, or total loss.
2. If your claim involves damage from different tiers you will be charged the highest of the tiers.
3. The student **must** use the provided padded laptop case for their laptop. Padded **backpacks are not** adequate protection from damage when other items such as notebooks, binders, or books share the same space in a padded backpack. If the provided case is not used a higher repair Tier may be charged.
4. The school administration has the final say in determining repair situations.

### B. Covered Equipment

1. The insurance provided applies to any equipment issued to your child by Windham High School, whether it is the originally issued equipment, a loaner, or a replacement.
2. The deductible is payable, whether the equipment is the original, a loaner, or a replacement. For example, if your child has been issued a loaner laptop and breaks the loaner laptop, there will be a deductible due for the breakage of the loaner laptop.
3. There will not be an additional fee for the use of loaner equipment.
4. The data contained on the laptop is not covered by this policy, nor are CD-ROMs or DVDs that may be in the laptop. There is no provision for the time or cost needed to replicate any missing data.

### C. Exclusions

The annual accidental fee does not cover damage or loss caused by, or resulting from, the following:

1. Dishonest, fraudulent, malicious, or criminal acts.
2. Any loss to accounts, valuable documents, music, videos, records, or assignments and/or their affects on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. **Students are responsible for backing-up their own data.** A claim will only cover material issues with the Equipment, not lost opportunities or data.
3. Any loss caused by **your** failure to use all reasonable means to protect the equipment that has been damaged.
4. Disappearance not accompanied by a police report.

### D. Repair Procedures

**When you have an issue with your equipment:**

1. Go directly to the Windham High School Tech Department-Room D202.
2. The Tech Services Department will examine the equipment to determine if there is an issue and the appropriate action.
3. If there is damage, the student will report the damage to the Tech Services Department. The student will log the damage/issue into the database. The Tech Services Department will examine the equipment; process the claim and the deductible collection, if applicable.
4. In cases of theft or disappearance, the student must generate a police report before loaner/replacement equipment is issued. The police report must also directly mention the loss of the equipment and the circumstances surrounding the loss.