MEMO

**CHROMEBOOK INSURANCE MUST BE PURCHASED EVERY YEAR**

* *Chromebook Insurance cost is $30 and good for one year, once purchased.*
* Once you use your insurance on a repair, such as a screen replacement, track pad/mouse, and charging cord you will need to repay the insurance cost to cover the new replacement part. Also, if your insurance is used to replace a whole device you will need to put new insurance on it. NOTE: Some repairs are due to manufacture error and if that is the case, (once the Tech Department confirms) your insurance won’t be use.

**HOW TO PAY:**

* BY CASH OR CHECK: you may send to the school in an envelope with your child’s name and “Chromebook Insurance”. If sending a check, make payable to AGASD. A receipt will be sent home once received.

**CHROMEBOOK TIPS:**

* Read the Parent/Student Manual for your responsibilities
* ONLY the student assigned to the device should use it
* Keep it away from food and all liquids
* Keep it off the floor
* Treat your device as a tool NOT a toy
* Only have the device out of its case when completing work or charging
* All activities on the device can be monitored & tracked.
* Make sure it is charged and ready to go to school daily

**What to do if my child’s Chromebook is Damaged?**

* Have your student take the device & charger to the office to let them know the issue
* A daily loaner can be given, IN SCHOOL USE ONLY, until your device is fixed

The District will review if insurance was purchased and if the damage is covered under the policy. If the insurance was not purchased, the cost of the replacement will be assessed.

**WHAT DO I NEED TO DO RIGHT NOW?**

1. Review the Parent/Student Manual online, on the District website [www.agasd.org](http://www.agasd.org) (under Parent Tab, District Chromebook Information)
2. Decide do I want to pay the $30 for the insurance
3. If YES, complete the Insurance Agreement (attached) and send it to the office with your payment
4. If NO, complete the Insurance Agreement (attached) by marking NO and send to the office. Please know that the current replacement cost is between $230-$300 for a new device and parts start at $30 and go up.



**Parent/Guardian Chromebook Insurance Agreement**

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Last Name First Name

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

Home Address

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

City, State, and Zip

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

Home Phone Grade School

\_\_\_\_\_\_\_ **YES**, I would like to participate in the Insurance Protection Plan.

**PAYMENT SENT**: \_\_\_\_\_\_\_\_ CASH \_\_\_\_\_\_\_\_ CHECK

\_\_\_\_\_\_\_ **NO**, I decline the IPP service at this time, and understand I am responsible for 100% of any damage or loss to the loaned Chromebook. The current replacement cost of a Chromebook, power adapter and cord is between $230-$290, depending on the model.

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Parent/Guardian Signature Date

*FOR INTERNAL USE ONLY*

DATE PAID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECORDED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECK No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payable to “Albert Gallatin Area School District”**

Supporting Documents Received \_\_\_\_ Recorded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_