



EAST RUTHERFORD SCHOOL DISTRICT

Office of the Board of Education

250 Grove Street

East Rutherford, NJ 07073

Phone: (201) 623-8150 ♦ Fax: (201) 933-1845

www.erboe.net

Device Damage Agreement Form

CHROMEBOOK FEE SCALE

In addition to the acknowledged 1:1 District-Provided Device Initiative, all parents/guardians and students are required to review information regarding the repair and replacement of Chromebooks provided by the East Rutherford School District. Any hardware/software repairs due to technical failure, accidental or intentional damage, or misuse will be managed by the East Rutherford School District staff. Any issues with student devices must immediately be reported to the child's Homeroom teacher or the Building Principal.

All student Chromebooks are protected with an extended warranty and accidental damage insurance policy that is subsidized by the District-imposed Technology Fee (\$30/annually per student). In order for a claim to be processed, the parent/guardian and/or student must notify their teacher, who will communicate with the District IT staff to begin the process of repairing/replacing the device. Loss of student devices and/or chargers **ARE NOT** covered by this policy and will be the responsibility of the family to pay the replacement value prior to receiving a new device and/or charger. Chargers are only covered for technical failures once per coverage year. This *excludes* instances such as accidental/intentional damage, misuse, damaged/cut wire, damaged casing and housing, visible damage, etc. and these instances will result in a fine. Any device and/or charger being reported as stolen must first be reported to the East Rutherford Police Department. A parent/student will then provide the police report to the Building Principal for documentation and further consideration.

Once a claim has been started, devices collected for covered repairs/replacement services will be swapped out with a loaner device for use until all repairs have been completed. When the original device or replacement is shipped to the District, the loaner device will then be collected from the student. **Please note:** Damages to loaner devices (excluding hardware failure from typical use) are not covered under the Technology Fee and will be billed to families at the actual repair/replacement cost as evidenced by a quote for all required repairs.

Students who demonstrate frequent events of damage to their devices may be subject to disciplinary action, including but not limited to loss of device privileges. The fee schedule below dictates the cost of any possible fines that may be assessed based on items not covered in the extended warranty and accidental damage insurance policy:

Reported Damage	Description	Cost
Chromebook	Lost Chromebook; Unable to produce unit at time of collection (Chromebooks reported stolen MUST be reported to the police and documentation provided)	\$300
Charger	Lost/Missing charger; Visibly damaged charger rendered unusable	\$50
Stickers/ Customization/ Excessive Cleaning	Unauthorized stickers/decorations that violate the District acceptable use policy or Device Agreement. Excessive dirt, grime, residue, makeup, etc. that require extensive cleaning of the Device.	up to \$25
Protective Sleeve	Sleeve lost, missing or damaged (tears, rips, etc.)	\$15
Asset/Serial Number Tag Missing/Defaced	District asset tag or serial number identification defaced or removed	\$5
Damage to Loaner Device	Any damages, etc. to a loaner device will be documented as individual line items and billed to families at the actual cost to repair/replace	up to \$300

iPad FEE SCALE

In addition to the acknowledged 1:1 District-Provided Device Agreement, all parents/guardians and students are required to review information regarding the repair and replacement of any iPad provided by the East Rutherford School District. District iPads **ARE NOT** covered by the same extended warranty and accidental damage insurance policy as mentioned above. Any hardware/software repairs not due to misuse, accidental, or intentional damage (such as typical warranty issues) will be covered by the East Rutherford School District. However, any misuse, accidental, or intentional damage to the iPad may be subject to a fine. The fines represent a portion of the typical costs incurred by the District for damage or losses to the iPads. Fines must be received prior to a report card being released to a student, and additional consequences may be imposed at the discretion of the District.

Any damage(s) may be subject to the following fines (including, but not limited to the list below, as well as other incidental fees that may need to be imposed based on the circumstances at the discretion of the District):

Reported Damage	Description	Cost
Apple iPad	Lost/fully damaged iPad; Unable to produce unit at time of collection (iPads reported stolen MUST be reported to the police by the parent/guardian)	\$649
30w Power Adapter, Charging Cable	Lost/Damaged/Missing charger; Inoperable charger	\$39, \$29
Screen	Cracked screen/glass; Visible sign of accidental or intentional damage, or misuse	up to \$349
Stickers/ Customization/ Excessive Cleaning	Unauthorized stickers/decorations that violate the District acceptable use policy or Device Agreement. Excessive dirt, grime, residue, makeup, etc. that require extensive cleaning of the Device	up to \$25
Case/Chassis	Visible damage caused by accidental damage, misuse, including the protective bezel	up to \$349
Asset/Serial Number Tag Missing/Defaced	District asset tag or serial number identification defaced or removed	\$5

Acknowledged and agreed to:

Parent/Guardian Printed Name(s)

Student Printed Name, Signature

Parent/Guardian Signature(s)



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District Technology Fee

The annual District Technology Fee is a required fee imposed on all students Grades K-8 in the East Rutherford School District. The purpose of this fee is to help better manage the costs in providing high quality and consistent access to appropriate instructional technologies to all students. With the rising frequency in damage and loss to District devices, it is imperative that the District develop a fiscally responsible and efficient way to manage a hardware infrastructure of over 1000 devices.

Included in this cost is extended warranty coverage (hardware failure), accidental damage coverage, theft coverage, and standard perils (flood, fire, vandalism). This comes to you with no deductible and flexible options are available to ensure timely repair of all devices. All claims will be handled by our Information Technology staff, and once notified of any damage or failure a claim will be submitted within one school day to begin the repair process.

The fee for the 2024-2025 school year is \$30. Payment can now be made online via the PaySchools Central portal. Additionally, check or money order payments can be delivered to the Main Office of your child's school. You may call to set up an appointment for this transaction (if prior to the start of school) or send the payment in with your child upon our return. Students **will not** be provided a Chromebook without payment of the annual District Technology Fee. This fee is in addition to all required paperwork, forms, and documentation that must be completed prior to allowing students to use instructional technologies and District infrastructure. All forms can be found through the Genesis Parent Portal. Additionally, **any outstanding technology fines** from prior school years must be satisfied prior to receiving technology each year.

Please note the following with regards to all payments for District Technology Fees:

- Payments of the \$30 Technology Fee can be made through the PaySchools Central portal. No devices will be distributed without both the Genesis form on Acceptable Use AND the required District Technology Fee, along with any outstanding technology fines from prior school years.
- Checks/Money Order payments can be delivered to the Main Office of your child's school. You may call to set up an appointment for this transaction (if prior to the start of school) or send the payment in with your child upon our return. Checks/Money Orders **must include your student's name and grade level** and are to be made out to the "East Rutherford Board of Education". Students will be provided with a receipt once the BOE offices process the fee. No devices will be distributed without both the Genesis form on Acceptable Use AND the required District Technology Fee, along with any outstanding technology fines from prior school years.
- Your completion of the Genesis form "DISTRICT Technology Acknowledgement Packet" represents your electronic signature. You **DO NOT** need to print, sign, and send in a hard copy of this page.

Acknowledged and agreed to:

Parent/Guardian Printed Name(s)

Student Printed Name, Signature

Parent/Guardian Signature(s)