

Bloomfield Public Schools

Student Technology Device Agreement and Optional Insurance Plan

School Year	20____ to 20____
Effective Date	_____

Purpose of This Agreement

Bloomfield Public Schools provides each student with a District-owned technology device as an instructional tool. This agreement explains how the device must be used and cared for, the family's responsibility for loss or damage, and the optional annual insurance plan available to reduce eligible repair and replacement costs.

A parent or guardian and the student must review and sign this agreement each school year. Insurance enrollment is optional; signing the agreement does not require a family to purchase insurance.

Device Information

Student name	
School and grade	
Device asset tag or serial number	
Device type and accessories issued	

Family and Student Responsibilities

The student and parent or guardian agree to the following conditions:

- Use the device for educational purposes and in accordance with District policies, the Student Handbook, and the Computer Network and Internet Student Acceptable Use Agreement.
- Keep the device secure, use the protective case when provided, and follow reasonable care instructions issued by the Technology Department or school staff.
- Do not remove District labels, disable management or security controls, install unauthorized software, or alter the device hardware or operating system.
- Do not lend the device or its accessories to another person unless directed by a staff member.
- Promptly report damage, loss, or theft to the school office or Technology Department. A police report is required for a theft claim.
- Return the device, charger, case, and other issued accessories when requested, upon withdrawal from the District, or at the end of the assigned use period.
- Understand that the device remains the property of Bloomfield Public Schools and may be inspected, managed, restricted, or collected by the District consistent with applicable policy and law.

Optional Annual Insurance Plan

Families may enroll the assigned device in the District's annual insurance plan. Coverage begins when payment or an approved waiver is confirmed and ends on the last day of the applicable school year. Coverage does not renew automatically.

Household Circumstance	Annual Premium	Family Cap
Standard rate	\$25 per student	\$50 per household

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Household Circumstance	Annual Premium	Family Cap
Approved for Free or Reduced-Price Lunch	Automatically waived	\$0
Documented financial hardship	Waived or reduced upon request	Case by case
Coverage declined	\$0; family is responsible for applicable costs	Not applicable

What the Insurance Plan Covers

Incident	With Insurance	Without Insurance
Accidental screen or keyboard damage	Covered with no deductible	\$50 repair cost
Accidental damage beyond repair	Covered with no deductible	\$300 replacement cost
Lost device	Covered with no deductible	\$300 replacement cost
Stolen device with police report	Covered with no deductible	\$300 replacement cost
Lost or damaged charging cable or adapter	Covered with no deductible	\$20 replacement cost
Lost or damaged protective case	Covered with no deductible	\$25 replacement cost
Fire, flood, natural disaster, power surge, or manufacturer defect	Covered with no deductible	Full cost
Negligence, intentional misuse, tampering, or an Acceptable Use Agreement violation	Not covered; full cost applies	Full cost

Important: The above amounts are the agreement's stated rates for the identified school year. Bloomfield Public Schools may update future-year rates based on actual repair and replacement costs.

Coverage Terms and Limitations

Claim limit. Each enrolled device is eligible for up to two covered claims during the school year. A third incident is billed at the applicable without-insurance rate.

No deductible. No additional deductible is charged for an approved covered claim.

Loaner devices. A loaner may be provided while the assigned device is being repaired, subject to availability.

Late enrollment. Premiums are not prorated for enrollment after the start of the school year and are non-refundable.

Transfers. Coverage follows the student to another Bloomfield Public Schools site during the same school year but does not transfer to a device issued by another district.

Excluded conduct. Damage caused by negligence, intentional misuse, tampering, or a violation of the District's acceptable-use requirements is not covered.

How to Report an Incident

1. Notify the school office or Technology Department as soon as the damage, loss, or theft is discovered.
2. Provide the student's name, school, device asset tag if known, and a description of what occurred.
3. For theft, provide a copy of the police report. For other incidents, complete any incident documentation requested by the District.
4. Return the damaged device and all available accessories. Do not attempt repairs through a third party.
5. The Technology Department will review the incident, determine coverage, and notify the family of any applicable charge.

Hardship Requests and Appeals

A family that does not qualify for Free or Reduced-Price Lunch but experiences a documented financial hardship may request a waiver or reduction of the annual premium from the Technology Department. The District will not request immigration status, employment authorization, or other information unrelated to financial need.

A parent or guardian may appeal a finding of negligence or intentional misuse, a specific charge, or a denied hardship request to the Technology Department within 30 calendar days of the notice or bill. The appeal should identify the student, the incident, the decision being appealed, and any relevant supporting information.

Payment and Student Access

Premiums and assessed charges may be paid through the payment methods designated by the District, including available online, check, or school-office payment options. Because the device is a required instructional tool, the District will not withhold a student's device, grades, transcripts, or participation in instruction solely because of an unpaid premium or charge. Unpaid balances may be handled through the District's standard accounts-receivable process.

Related District Policies

This agreement supplements and does not replace the District's technology, instructional-use, student conduct, privacy, and acceptable-use policies. If damage results from vandalism, intentional misuse, tampering, or another acceptable-use violation, the family may be responsible for the full repair or replacement cost regardless of insurance enrollment.

Parent or Guardian Enrollment Selection

Select one option for the current school year:

- ☐ ENROLL at the standard annual premium of \$25 per student, subject to the \$50 household cap.
- ☐ ENROLL with an automatic premium waiver based on the student's Free or Reduced-Price Lunch eligibility.
- ☐ REQUEST a hardship waiver or reduced premium. The Technology Department will contact me regarding the request.
- ☐ DECLINE insurance. I understand that I may be responsible for the applicable repair or replacement cost if the device or an issued accessory is damaged, lost, or stolen.

Acknowledgment and Agreement

By signing below, we confirm that we have reviewed this agreement, understand the responsibilities and coverage terms, and agree to comply with Bloomfield Public Schools policies governing District technology. We understand that the device and accessories remain District property, that insurance does not cover negligence or intentional misuse, and that our enrollment selection applies only to the school year identified on this agreement.

Student name printed _____

Student signature _____	Date _____
Parent or guardian signature _____	Date _____

Parent or guardian name printed _____

Email address _____

Telephone number _____

District Use Only

Enrollment status	☐ Paid ☐ Automatic waiver ☐ Hardship waiver ☐ Declined
Payment amount and date	
Receipt or transaction number	
District representative and date	

Questions or requests for assistance

Bloomfield Public Schools Technology Department

Email: _____ Telephone: _____