



BALA CYNWYD MIDDLE SCHOOL

510 Bryn Mawr Avenue
Bala Cynwyd, Pennsylvania 19004
610-645-1480

LOWER MERION SCHOOL DISTRICT, ARDMORE, PENNSYLVANIA 19003

Hello BCMS Families,

Enclosed you will find specific information regarding laptop distribution and policy guidelines for the 2022-2023 school year. Our 5th, 6th and 7th graders will be assigned a 1-1 Chromebook and our 8th graders will be assigned a 1-1 MacBook.

Laptops will be distributed in school during the week of September 6th. All BCMS students will be provided an opportunity to participate in a training session to review the policies and procedures regarding the appropriate use of the laptop prior to distribution.

Students may not use their own personal laptop devices at school as they will not have access to our network. If a student should have a problem with their device, they will have the opportunity to visit our technology helpdesk center, located in the BCMS library, between the hours of 7:30 AM-2:45 PM, Monday through Friday during the school year. Prior to visiting the helpdesk center, we would encourage our students and parents to first email the technology office, outlining the technology concern at techsupport@lmsd.org.

5th, 6th and 7th grade Procedures (Chromebook)

In order for our 5th, 6th and 7th graders to receive their laptop, students must complete and/or submit the following:

1. Electronically sign a parent/guardian and student electronic agreement (via PowerSchool eCollect) granting the student permission to take the LMSD laptop off of school grounds. Directions for electronically signing the appropriate agreement are attached. Please note, both the parent/guardian and the student must electronically sign the appropriate agreement in their respective PowerSchool Portal accounts.
 - a. Provide a parent/guardian electronic signature (via eCollect) for permission of LMSD laptop use).
 - b. Provide a student signature (via eCollect).
 - c. The District policies and administrative regulations cited in the agreement can be found at <https://www.lmsd.org/academics/instructional-tech/one-to-one/documents>:
 - i. Policy and Administrative Regulations 134: District Provided Technology Resources: Student Use, Rights and Responsibilities
 - ii. Policy and Administrative Regulations 224: Care of School Property
 - d. Parents and guardians are encouraged to review these policies ahead of time, so you feel comfortable electronically signing the agreement form. Questions about the policies and administrative regulations can be sent to George Frazier, Director of Information Systems, at frazier@lmsd.org.



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- e. If you require paper copies, please contact your student's school and paper copies of the policies and administrative regulations will be provided to you.
2. Proof of insurance premium payment (\$30.00). Please note that this does not cover the fee for lost or broken chargers, which is \$50.
 - a. Please submit the \$30.00 insurance premium through MySchoolBucks online. Instructions can be found here:
<https://www.lmsd.org/parents/myschoolbucks>.
3. If you are unable to pay using MySchoolBucks, you may send the \$30 check/money order to Bala Cynwyd Middle School. The check/money order should be payable to the Lower Merion School District. Please include your child's full name and student ID number in the memo line of the check/money order. Again, we are requesting that payment be made through MySchoolBucks, but if this is not possible, you may submit a check/money order.

Parents/guardians may not substitute homeowners or other personal insurance for District procured laptop insurance.

When a laptop is issued to a student as the result of an IEP team determining through the SETT process that a laptop is necessary component of the student's IEP, then the parent/guardian of the student is not required to pay the laptop insurance premium.

If a student does not have laptop insurance and the laptop is lost, stolen, or damaged while in that student's control, then the District reserves the right to hold the parent/guardian responsible for the full replacement or repair cost.

If a Laptop is missing or suspected stolen on school grounds during the school day, the student must report this immediately to the Coordinator of School Culture in their building. To report a Laptop missing or stolen after school hours, the parent/guardian or student must email techsupport@lmsd.org.

Families who receive notification that they qualify for the Free and Reduced Lunch Program for the 2022- 2023 school year will have the option to forgo the insurance cost yet still have their student's/students' laptop covered under this insurance agreement and do not need to provide payment. Families will only have this option if they have received notification from the school district that they qualify for the Free and Reduced Lunch Program either by completing a new application online each school year and receive a letter from the School District that they qualify or have been notified by the School District that they are predetermined eligible. In addition to the qualification of the program each school year, each family needs to sign the *Waiver for Sharing Information with Other Programs* that accompanies the Free and Reduced/Direct Certification Eligibility Letters. The Free and Reduced Application and the Waiver for Sharing Information with Other Programs are





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available on the LMSD.org Nutritional Services Page
(<https://www.lmsd.org/departments/nutritional>) of the website.

4.
 - a. Families who participate in the Free and Reduced Lunch Program will be required to pay the deductible charge for each theft, loss, or damage claim. A payment plan for the insurance deductible can be established with school administration. Families wishing to participate in this program must apply or
 - b. re-apply and be approved for the program yearly at <https://www.schoolcafe.com/>. Information regarding the Free and Reduced Lunch Program can be found on the Lower Merion School District website by going to www.LMSD.org/fandr. Families who don't apply (or re-apply), or who are denied eligibility to participate in this program will be required to pay the \$30 insurance premium

8th Grade Procedures (MacBook)

In order for our 8th graders to receive their MacBook laptop, students/families must complete the following:

1. Electronically sign a parent/guardian and student electronic agreement (via PowerSchool eCollect) granting the student permission to take the LMSD laptop off of school grounds (Agreement A). Directions for electronically signing the appropriate agreement are attached. Please note, both the parent/guardian and the student must electronically sign the appropriate agreement in their respective PowerSchool Portal accounts.
 - a. Provide a parent/guardian electronic signature (via E-collect) designating Agreement A or Agreement B for permission of LMSD laptop use.
 - b. Provide a student signature (via E-collect)
 - c. The District policies and administrative regulations cited in the agreement can be found at <https://www.lmsd.org/academics/instructional-tech/one-to-one/documents>:



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- i. Policy and Administrative Regulations 137: District-Issued Laptops: Student Use, Rights and Responsibilities
 - d. Parents and guardians are encouraged to review these policies ahead of time, so you feel comfortable electronically signing the agreement form. Questions about the policies and administrative regulations can be sent to George Frazier, Director of Information Systems, at frazier@lmsd.org.
 - e. If you require paper copies, please contact your student's school and paper copies of the policies and administrative regulations will be provided to you.
2. Proof of insurance premium payment (\$70.00).
- a. This does not include the \$100 deductible for lost, stolen, or damaged devices. Please note that this does not cover the fee for lost or broken chargers (\$68).
 - b. Please submit the \$70.00 insurance premium through MySchoolBucks online. Instructions can be found here: <https://www.lmsd.org/parents/myschoolbucks>. Again, this does not include the \$100 deductible if you needed to submit a claim.
 - c. If you are unable to pay using MySchoolBucks, you may send the \$70 check/money order to Bala Cynwyd Middle School. The check/money order should be payable to the Lower Merion School District. Please include your child's full name and student ID number in the memo line of the check/money order. Again, we are requesting that payment be made through MySchoolBucks but if this is not possible, you may submit a check/money order.

Parents/guardians may not substitute homeowners or other personal insurance for District procured laptop insurance.

When a laptop is issued to a student as the result of an IEP team determining through the SETT process that a laptop is necessary component of the student's IEP, then the parent/guardian of the student is not required to pay the laptop insurance premium. However, parents/guardians may be required to pay the applicable insurance deductible charge for each theft, loss, or damage claim.

If a student does not have laptop insurance and the laptop is lost, stolen, or damaged while in that student's control, then the District reserves the right to hold the parent/guardian responsible for the full replacement or repair cost.

If a Laptop is missing or suspected stolen on school grounds during the school day, the student must report this immediately to the Coordinator of School Culture in their building. To report a Laptop missing or stolen after school hours, the parent/guardian or student must email techsupport@lmsd.org.



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Families who receive notification that they qualify for the Free and Reduced Lunch Program for the 2022- 2023 school year will have the option to forgo the insurance cost yet still have their student's/students' laptop covered under this insurance agreement and do not need to provide payment. Families will only have this option if they have received notification from the school district that they qualify for the Free and Reduced Lunch Program either by completing a new application online each school year and receive a letter from the School District that they qualify or have been notified by the School District that they are predetermined eligible. In addition to the qualification of the program each school year, each family needs to sign the *Waiver for Sharing Information with Other Programs* that accompanies the Free and Reduced/Direct Certification Eligibility Letters. The Free and Reduced Application and the Waiver for Sharing Information with Other Programs are available on the LMSD.org Nutritional Services Page (<https://www.lmsd.org/departments/nutritional>) of the website.

- a. Families who participate in the Free and Reduced Lunch Program will be required to pay the deductible charge for each theft, loss, or damage claim. A payment plan for the insurance deductible can be established with school administration. Families wishing to participate in this program must apply or
- b. re-apply and be approved for the program yearly at <https://www.schoolcafe.com/>. Information regarding the Free and Reduced Lunch Program can be found on the Lower Merion School District website by going to www.LMSD.org/fandr. Families who don't apply (or re-apply), or who are denied eligibility to participate in this program will be required to pay the \$70 insurance premium. Students should also refer to the enclosed Best Practice Guidelines for Use of Student Laptop.

In the event you or your child refuses to electronically sign the agreement for laptop use, the District will use its best effort to make necessary accommodations for your child to ensure that your child's education is not adversely affected. For more information, please see Administrative Regulation 137 at <https://www.lmsd.org/academics/instructional-tech/one-to-one/documents>.

If you have any questions, please reach out to Mrs. Kristen Murphy, Coordinator of School Culture, at murphyk@lmsd.org, or Assistant Principal Nick Allen at allenN@lmsd.org.

Sincerely,

Jeff Hunter

Principal BCMS



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