



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 2024-2025 school year. Our 5th, 6th and 7th grade students will be assigned a Chromebook, and our 8th graders will be assigned a MacBook.

Laptops will be distributed in school by grade level on the following days:

- 8th Grade: Thursday, September 5th
- 7th Grade: Friday, September 6th
- 6th Grade: Monday, September 9th
- 5th Grade: Tuesday, September 10th

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. Teachers will also work with students to provide instruction related to digital citizenship throughout the year.

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 Mr. Bowens at our tech center, located in the library, between the hours of 7:45am – 2:30 pm, Monday through Friday during the school year. Prior to visiting the tech center, we encourage our students and parents/guardians to email the helpdesk outlining the technology concern at techsupport@lmsd.org.

In order for students to receive a device, students/families must complete the following:

1. Electronically sign a parent/guardian and student electronic agreement (via PowerSchool eCollect) granting the student permission for the student to use the device. 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). Students will be given time to do this at school when they pick up their device if they are unable to access PowerSchool from home prior to the start of school.
 - c. District policies and administrative regulations cited in the agreement can be found here: <https://www.lmsd.org/academics/instructional-tech/one-to-one/documents>
 - 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 Technology and Cybersecurity, at frazier@lmsd.org.
 - e. If you require paper copies of the district policies, please contact your student's school and paper copies of the policies and administrative regulations will be provided to you.



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2. Proof of insurance premium payment:

- a. Please submit the \$30.00 (grades 5 – 7, Chromebook) or \$70.00 (grade 8, MacBook) insurance premium through [MySchoolBucks](#) online.
- b. Parents, guardians, and caregivers will receive a MySchoolBucks invoice for the laptop insurance premium fee. This invoice will be sent to the parent/guardian email address(es) on file for your student in PowerSchool. For more information about MySchoolBucks invoicing and payments please visit <https://www.lmsd.org/academics/instructional-tech/one-to-one/insurance>
- c. If you do not already have a MySchoolBucks account, please follow the following link for instructions on how to set up your account: <https://www.lmsd.org/parents/myschoolbucks>.
- d. If you are unable to pay using MySchoolBucks, you may send the insurance premium check/money order to Black Rock 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 to the main office.
- e. Please note that this insurance premium payment does not include the deductible for lost, stolen or damaged devices or chargers. In the case of 8th grade students, there is a \$100 deductible for lost or damaged devices. Lost MacBook chargers carry a fee of \$68, while lost Chromebook chargers are \$50. We encourage all students to be responsible with their laptop and charger throughout the year.

*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, 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, 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 BCMS Coordinator of School Culture, Kristen Murphy, murphyk@lmsd.org. 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 2024-2025 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



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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 at <https://www.lmsd.org/departments/nutritional/free-reduced>.

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. Families wishing to participate in this program must apply or re-apply and be approved for the program yearly at www.schoolcafe.com. Information regarding the Free and Reduced Lunch Program can be found on the Lower Merion School District website by going to <https://www.lmsd.org/departments/nutritional/free-reduced/faqs>. Families who don't apply (or re-apply), or who are denied eligibility to participate in this program will be required to pay the insurance premium (\$70 for 8th graders and \$30 for 5-7th graders).

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 Kristen Murphy, Coordinator of School Culture, at murphyk@lmsd.org, or Assistant Principal Nick Allen at allenn@lmsd.org.

Sincerely,

Jeff Hunter, Principal

Bala Cynwyd Middle School