



# Black Rock Middle School

## Lower Merion School District

Hello BRMS Families,

Enclosed you will find information regarding laptop distribution and policy guidelines for the 2024-25 school year. Our 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> graders will be assigned a 1-1 Chromebook and our 8<sup>th</sup> graders will be assigned a 1-1 MacBook.

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

8 <sup>th</sup> Grade – Thursday, 9/5	7 <sup>th</sup> Grade – Friday, 9/6	6 <sup>th</sup> Grade – Monday, 9/9	5 <sup>th</sup> Grade – Tuesday, 9/10
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### 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).

- This agreement grants the student permission to use the device. Directions for electronically signing the appropriate agreement can be found [here](#).
- Parent/guardian needs to provide an electronic signature (via PowerSchool E-collect) designating Agreement A or Agreement B for permission of LMSD laptop use. Agreement A grants the student permission to use the device on and off campus, while Agreement B limits the device to use on campus only (these students will be able to store their devices in their I&E classrooms at the end of each day).
- Student needs to provide an electronic signature (via PowerSchool E-collect). Students will be given time to do this at school when they pick up their device if they are unable to access their PowerSchool account.
- Parents/guardians are encouraged to review [District Policy and Administrative Regulations 137](#) 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](mailto:frazier@lmsd.org). If you require paper copies of these regulations, please contact your student's school and they will be provided to you.

#### 2. Provide proof of insurance premium payment: \$30.00 for 5<sup>th</sup>-7<sup>th</sup> graders and \$70.00 for 8<sup>th</sup> graders.

- Submit the \$30.00 (Chromebook) or \$70.00 (MacBook) insurance premium through MySchoolBucks online.
- Parents/guardians will receive a MySchoolBucks invoice for the laptop insurance premium fee. This invoice will be sent to the email address(es) used to create a PowerSchool Parent Portal account. More information about MySchoolBucks invoicing and payments can be found [here](#). If you do not have a MySchoolBucks account, please use [this link](#) for instructions on how to set up your account.
- If you are unable to pay using MySchoolBucks, you may send the insurance premium check/money order to Black Rock Middle School (made payable to the Lower Merion School District - include your child's full name and student ID number in the memo line). 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.
- Please note that this insurance premium payment does not include the deductible for lost, stolen or damaged devices or chargers. In the case of 8<sup>th</sup> 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.



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The rest of this document contains additional information regarding the districts 1:1 procedures:

### **Responsible Use of Technology**

All BRMS 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 work with students to provide instruction related to digital citizenship throughout the year. Students should also refer to this document that highlights [BRMS Best Practice Guidelines for Use of Student Laptops](#).

### **Technology Center**

If a student encounters a problem with their device, they will have the opportunity to visit Mr. Crocker at our tech center, located on the upper level near the library, between the hours of 7:45am – 2:35 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](mailto:techsupport@lmsd.org).

### **Free/Reduced Lunch Program & Insurance Premiums**

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 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. Please visit this link to access [The Free and Reduced Application and the Waiver for Sharing Information with Other Programs](#).

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](http://www.schoolcafe.com). Information regarding the Free and Reduced Lunch Program can be found [here](#). 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 8<sup>th</sup> graders and \$30 for 5-7<sup>th</sup> graders).

### **IEP/SETT Process & Insurance Premiums**

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.



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## **Laptop Insurance / Loss, Theft or Damage**

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/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 (Kelly Peterson, [petersk@lmsd.org](mailto:petersk@lmsd.org)). To report a laptop missing or stolen after school hours, the parent/guardian or student must email [techsupport@lmsd.org](mailto:techsupport@lmsd.org).

## **Refusal to Sign AUP Forms**

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 refer to [Administrative Regulation 137](#).

If you have any questions, please reach out to Kelly Peterson, Coordinator of School Culture, at [petersk@lmsd.org](mailto:petersk@lmsd.org), or Assistant Principal Jennifer Kehoe at [kehoej@lmsd.org](mailto:kehoej@lmsd.org).

Sincerely,

Sarah Stout

Principal, Black Rock Middle School