

August 2024

Dear Welsh Valley Families,

Enclosed in this communication you will find information on policy guidelines as well as laptop distribution for the 2024-25 school year. All students in 5th, 6th and 7th grade will receive their own Chromebook. All students in 8th grade will be assigned their own MacBook. In order to ensure that your student is prepared to be issued their device, please carefully review these important guidelines below.

**What do I need to do before my student receives a District issued laptop?**

**In order for students to receive a District issued laptop, the following steps must be completed by parents prior to laptop distribution:**

**1. Electronically sign a parent/guardian and student electronic agreement (via PowerSchool eCollect) granting the student permission to take the LMSD laptop off school grounds. Instructions for electronically signing the appropriate agreement via eCollect are [here](#).**

- Provide a parent/guardian electronic signature (via eCollect) for permission of LMSD laptop use.
- Provide a student signature (via eCollect).
- Parents and guardians are encouraged to review [District Policy](#) and [Administrative Regulations 137](#) ahead of time, so that 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, 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.**

- Please submit the \$30.00 (Chromebook) or \$70.00 (MacBook) insurance premium through MySchoolBucks online. Parents, guardians, and caregivers 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 at <https://www.lmsd.org/parents/myschoolbucks/invoices>.
- Please note that this does not cover the fee for lost or broken chargers (\$50 replacement charge for Chromebook chargers or \$68 replacement charge for MacBook chargers).
- If you are unable to pay electronically using MySchoolBucks, you may send the \$30 check/money order (Chromebook) or \$70 check/money order (MacBook) to Welsh Valley 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. The check/money order must be brought in person to the main office for it to be received.

***How will laptops be distributed to students in 5th and 6th grade?***

- Chromebooks will be distributed to 5th grade students as part of 5<sup>th</sup> grade orientation and 6th grade students during the first week of school. **Please be reminded that your family must provide electronic signatures (via [eCollect](#)) and proof of a paid insurance premium (via [MySchoolBucks](#) online) prior to being issued a laptop.**

***How will laptops be distributed to students in 7th and 8th grade?***

- Chromebooks will be distributed to 7th grade students and MacBooks will be distributed to 8th grade students during the first week of school. **Please be reminded that your family must provide electronic signatures (via [eCollect](#)) and proof of a paid insurance premium (via [MySchoolBucks](#) online) prior to being issued a laptop.**

In the interest of addressing some commonly asked questions, please see the responses to the following frequently asked questions below:

**Frequently Asked Questions (FAQ)**

*1. Can my student bring their own device?*

- Students may not use their own personal laptop devices at school as they will not have access to our network.

*2. Can another insurance policy be substituted or used for a district procured laptop?*

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

*3. What do I do if my student has an issue with their device?*

- If a student should have a problem with their device, they will have the opportunity to visit our technology helpdesk center, located in the WVMS library during school hours. 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](mailto:techsupport@lmsd.org).

*4. What do I do if my student's laptop is missing or suspected stolen?*

- If a Laptop is missing or suspected stolen on school grounds during the school day, the student must report this immediately to the Dean of Students in their building. To report a Laptop missing or stolen after school hours, the parent/guardian or student must email [techsupport@lmsd.org](mailto:techsupport@lmsd.org).

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5. *What if my student has an IEP and following the SETT process it is determined that my student needs access to a device in accordance with their individualized educational program?*

- Then the parent/guardian of the student is not required to pay the laptop insurance premium. However, since parents/guardians may be required to pay the applicable insurance deductible charge for each theft, loss, or damage claim.

6. *What if my family receives notification that we are eligible for a free or reduced lunch option? How does this qualification impact the cost of accessing the laptop?*

- 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 receiving 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 <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. A payment plan for the insurance deductible can be established with school administration. Families wishing to participate in this program must 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 <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 appropriate insurance premium.

7. *Is there guidance from the District on how my student should use the laptop?*

- Yes! Students and families should refer to the enclosed Best Practice Guidelines for Use of Student Laptop (AR 137, Attachment C).

8. *What will happen in the event that a parent, guardian, or student declines to participate in the 1 to1 laptop program by refusing to sign the agreement?*

- 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.

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9. *What will happen if a student does not have laptop insurance and the laptop is lost, stolen, or damaged while in that student's control?*

- 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 you have any questions, please reach out to Mr. Mario Dattilo, Dean of Students, at [dattilm@lmsd.org](mailto:dattilm@lmsd.org).

Sincerely,

**Christopher Hall**  
Principal