Lake Stevens School District
POLICY 1800F-5
Adopted: 8-12-26

LSSD Student Mobile Device Loan Agreement

To be signed when secondary students (grades 6-12) receive a 1:1 take-home Chromebook (or other device) or elementary students (grades K-5) take a district owned device off-campus.

GENERAL OVERVIEW AND OWNERSHIP

This agreement governs the use and care of mobile devices assigned to individual students. The educational program includes a Chromebook issued for use at school and home. This agreement covers the period from the date issued through the return date of equipment. All issued equipment shall remain the sole property of the Lake Stevens School District.

STUDENT RESPONSIBILITIES

The student who is assigned the device is responsible for all use of the device, whether on district property or not. Students may not loan mobile devices or components to others, including friends or family members. Students should not leave devices unsupervised in unsecured areas. Each device is asset tagged with a unique identifier that is not to be modified or destroyed. The student must return this device and all accessories upon withdrawal, graduation, or the end of the loan term.

DAMAGE AND FINANCIAL LIABILITY

The student and parent/guardian assume financial responsibility for technology equipment usage off school property. Unless the Chromebook Protection Plan is purchased, the family will be responsible for the full cost for repair due to damage or replacement of the Chromebook caused by misuse, abuse, physical damage, liquid damage, neglect, or loss. Students are expected to handle devices responsibly; the cost of repair or replacement due to intentional misuse, abuse, or neglect will be the responsibility of the student/parent.

THEFT AND LOSS PROCEDURES

If the Chromebook or other device is lost or stolen, it will be remotely disabled and all functionality removed until it is returned. In the event of theft, the Lake Stevens School District requires that a valid police report be submitted. False claims of theft violate district policy and

may result in disciplinary action or police involvement. In the event that a lost Chromebook is recovered in working condition, the replacement cost previously paid will be refunded. Students who withdraw or leave the Lake Stevens School District and do not return the student-issued Chromebook will be subject to a fine. The district reserves the right to pursue standard financial collection processes for unpaid fines.

CHROMEBOOK PROTECTION PLAN (OPTIONAL)

Please note: This protection plan applies exclusively to district-issued Chromebooks. Families issued other types of mobile devices assume full financial responsibility for repair or replacement.

The district provides a Chromebook Protection Plan as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, or vandalized for one (1) school year. Working as a team we can lessen the impact of an accident or theft. This program does NOT cover intentional misuse, abuse, or neglect by any household members, nor does it cover damage or loss of the power cord, which students should keep at home. The standard Chromebook protection plan is $30.00 per school year (or $15 if enrolled for Semester 2 only). For students eligible for additional free/reduced benefits, an adjustment to $10.00 for the full year will automatically be generated. No refunds will be given. The district assumes that families are opting out of the Chromebook Protection Plan if it is not purchased. If you opt out or choose not to purchase the LSSD Chromebook Protection Plan, you will be responsible for the full cost for repair due to damage or replacement of the Chromebook.

Repair/Replacement Fees	**First Claim**	**Second Claim**	**All Other Claims**
DAMAGE	None	$25 copay ($5 free/reduced)	Full cost of repair
THEFT (with Police Report)	None	$100.00	Full Cost to Replace
LOST	$100.00	Full Cost To Replace	Full Cost to Replace

STUDENT/PARENT AGREEMENT RECEIPT

I accept the conditions as outlined in this Device Loan Agreement for equipment provided by the Lake Stevens School District including, but not limited to:

- All issued equipment shall remain the sole property of the Lake Stevens School District.
- I acknowledge this Device Loan Agreement and understand it is administered in accordance with the Electronic Resource Policy and Procedures 1800.
- I am responsible at all times for the security and maintenance of my assigned device.
- I may not loan my device to others, including friends or family.
- I will be held financially responsible for damages or loss caused by intentional misuse, abuse, or neglect.
- I am responsible for managing the content on this device and understand the district is not liable for loss of content.
- I must return this device and all the accessories to the school upon withdrawal, graduation, or end of the loan term.
- I have the option to purchase the Chromebook Protection Plan or opt-out and assume full financial responsibility.