

**ARCHBISHOP
COLEMAN
CARROLL
HIGH SCHOOL**

***LOST, STOLEN,
OR DAMAGED
iPADS***

Lost or Stolen iPads

If you notice your iPad is missing please notify the Archbishop Coleman Carroll Coordinator of Instructional Technology (Technology Office) as soon as you notice it is gone. We will make every effort to find the iPad. This includes, but is not limited to, searching areas where the iPad was last seen and enabling "Find my iPad" feature. In the event that an iPad is stolen, a police report will need to be filled out after a few days of searching. If you have purchased insurance and theft is covered, a copy of the report will be necessary to file a claim with the insurance company for a replacement iPad.

Damaged iPads

When an iPad is damaged or having irreparable issues please consult the Archbishop Coleman Carroll Coordinator of Instructional Technology, located in the Technology Office. Depending on the issue, you may be instructed to go to the Apple Store or contact your insurance company for a replacement.

iPad Loaner Program

Students who have a lost, stolen, or damaged (undergoing repair or waiting for a replacement) iPad may use a school loaner iPad for up to **three weeks**.

- 1) Meet with the Coordinator of Instructional Technology in the Technology Office. If your iPad was lost or stolen, you must notify the Deans' office before you come in.
- 2) Obtain an iPad Loan Agreement from the coordinator or print it (see page 4)
- 3) Review and complete iPad Loan Agreement with a parent/guardian
- 4) Bring the agreement back to the Coordinator of Instructional Technology along with a \$35 rental fee: cash or check - payable to Archbishop Coleman Carroll
- 5) Obtain a copy of the iPad Loan Agreement, along with the date the iPad is due back to the coordinator
- 6) Loaned iPad will be set up with the Coordinator of Instructional Technology using your Apple ID
- 7) Once you receive your iPad back or a replacement iPad has come from the insurance claim, return the loaned iPad
- 8) Loaned iPad will be factory reset so all of your information is gone

iPad # _____

Archbishop Coleman Carroll

iPad Loan Agreement

I understand that the Archbishop Coleman Carroll iPad and accessories issued to my child to replace their stolen or damaged iPad during the repair or replacement period (not to exceed 3 weeks) is the property of ACCHS and therefore my responsibility to replace if lost or damaged. A family must pay a non-refundable \$35 rental fee.

If the loaner iPad is stolen, lost or damaged in any way, the parent is responsible for the replacement value (\$600.00). The parent will not undertake any repair or replacement themselves. All ipads are required to be bought thru the school.

I agree to pay for the repair or replacement of the loaner iPad at a cost to be determined by the school, but not to exceed \$600. 00

STUDENT Name (please print) _____

Student ID _____

PARENT Name (please print) _____

PARENT Signature _____

Date _____

Rental fee \$35 _____

