

LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER
Administrative Guideline
LCCTC Provided Laptop Computers for Students

In keeping with the increased use of technology in instruction, the Lancaster County Career and Technology Center will provide laptop computers, iPads, and Chromebooks for student and teacher use. Teachers are encouraged to take advantage of mobile technologies to provide more flexibility for instruction and classroom preparation. Students are provided with a laptop computer for education purposes to aid in their overall learning. Students do not have the choice to choose a Chromebook, tablet, PC or Mac. Each class distributes and uses the computers required for their program.

When a laptop computer is provided, the following guidelines will be in effect:

- The laptop is the property of the Lancaster County Career and Technology Center (LCCTC), and is for the teaching & learning use by the Lancaster County Career and Technology Center employees and/or students. Placing stickers, writing on, engraving or otherwise defacing/marketing the laptop or case are prohibited. The laptop should always be used under the employee’s or student’s supervision. The assigned student or employee assumes the responsibility for the actions of others while using the laptop.
- The laptop is intended for use for school-related business, such as productivity, curriculum, research, and communication. The laptop is not intended as a replacement for any computer(s) you may own personally. The laptop should not be used for non-work or non-school related purposes.
- No one other than the student or staff member is allowed to use any laptop computer or related equipment and accessories which have been provided to you by LCCTC.
- All LCCTC "Acceptable Use Policies" for the Internet apply when using LCCTC-owned computers.
- No software, apps, or programs may be downloaded or installed on LCCTC-owned computers, except as authorized by the technology department.
- Internet Service Provider (ISP) software which alters, amends, or proxies the configuration of the computer may not be installed on LCCTC computers without prior written permission. Such permission would only be given to meet an LCCTC need.
- The student assumes full financial responsibility for LCCTC computers that are lost, stolen, or damaged - - intentional or unintentional- - while the student has the laptop off-site. Should damage occur, the student’s family is encouraged to check with his/her homeowner's/renter’s insurance.
- The LCCTC-owned laptop must be turned in at the end of the school year so the technology department may perform regular maintenance and updates as needed. Assume that the computer will be erased over the summer and protect your documents accordingly. In the rare instance that one may need the laptop over the summer that needs to be scheduled with the Director of Technology directly.
- LCCTC personnel may guide the student on how to connect to home wireless networks. Students may enter a help desk ticket on our website, lancasterctc.edu, if they would like guidance.
- Prior to a laptop computer being issued to a student, agreement to the above guidelines must be indicated by signature (below).

In the event a student damages, loses (theft) LCCTC equipment due to negligence or improper handling, the student will be responsible to pay the depreciated value based on a 4–5-year life expectancy.

For example, if the replacement value is \$1,500, then the maximum financial responsibility to repair or replace is the following, determined by age of equipment. Life cycle of current technology in use for students is this: Macintosh and Windows laptops are in year 1 of circulation and Chromebooks are in year 3 of circulation. Prices are adjusted accordingly for depreciation value of the machines.

	SY 2024-25	SY 2025-26
Macs & PCs*	\$1,500 (Year 1)	\$1125 (Year 2)
% of value	100%	75%
Chromebooks*	\$193 (Year 3)	\$96 (Year 4)
% of Value	50%	25%

*Note: Macintosh computers and Windows PCs are in year ONE of use. Therefore, if lost or stolen, or a student damages LCCTC equipment due to negligence or improper handling, the student is responsible for

100% of the cost of the computer. Chromebooks are in year two and three of their life cycle, therefore the replacement value is lower than that of Windows and Macintosh PCs. When new Chromebooks are purchased, the % of the value will go up to 100%. As the Windows and Macintosh computers age, their % of value will decrease.

However, if repairs are less than the depreciated value, the student will be responsible to pay 100% of the repair cost. **We strongly encourage students to OPT IN for the laptop insurance.** Damage to any laptop can be expensive. With a “once and done” payment for laptop insurance, you could save hundreds of dollars on repairs. More information on what laptop insurance covers can be found at the end of this document or on our website.

Suggestions for the care and protection of your LCCTC-provided laptop computer and LCCTC-owned data:

- Keep all of your documents either on your CTC OneDrive or Google Drive.
- Avoid the use of hand creams when using the laptop’s built-in keyboard and track pad. Grease and oil from these products can damage the keys and attract dust and dirt.
- Keep food and drinks away from the laptop computer. Spills can be fatal to the electronic components of the laptop.
- Avoid extreme temperatures with the laptop. Do not allow computer to sit in the car in either extreme cold (below freezing) or extreme heat.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through and around it. Using a laptop directly on a bed or cloth surface can reduce the computer’s ability to take in air for cooling. This can result in heat related damage—this may not be covered by insurance.
- Avoid sudden or jarring movements as much as possible when using the laptop. When moving the computer from one location to another, close the lid and wait a few seconds before picking it up to move it. This allows the computer to go into sleep mode where the hard drive is in a less vulnerable state.

Suggestions to reduce the likelihood of theft:

- Do not leave the laptop unattended in a vehicle in plain sight. If you must leave it in the vehicle, assuming the temperature will not be extreme, place it in the trunk or keep it covered so as not to make it easily identifiable as a laptop.
- Do not leave the laptop unattended in the presence of others; always keep the laptop in a secure place.

Laptop/Device Information

I/we understand the expectations outlined in these guidelines and agree to be financially responsible for damages caused by negligence, theft, or improper handling.

Laptop/Device Information

Student Name:			
School:		Program Name:	
Are you purchasing device insurance? (Select one)			
<input type="checkbox"/> Yes Cost for Windows Laptop: \$45 Cost for Apple MacBook Air (2024): \$69 Cost for Chromebook: \$20 <i>Checks payable to LCCTC. Memo: Laptop Insurance</i>		<input type="checkbox"/> No <i>Damages to uninsured devices may exceed \$120. I acknowledge full responsibility to pay for the repairs and/or replacement of this device.</i>	
Product	Model	Serial #	LCCTC Asset Tag #
Received Case	Received Charger	Received Computer	Notes

Student/Parent Acknowledgement

_____ Student Signature _____ Date

_____ Parent/Guardian Signature _____ Date

Official Use Only			
Insurance Payment Details			
_____ Check Amount	_____ Check Number	_____ Cash	_____ Cash Amount
_____ Collected by (Initials)		_____ Date	

Returned Device and peripheral information:

Returned Items: Case Computer Charger

_____ Student Signature _____ Date

_____ LCCTC Representative _____ Date



AGiProtect Coverage Overview for Apple, Windows & Chromebook Laptop Devices

AGiProtect provides unlimited accidental damage repair coverage with no service fees or deductibles.

Coverage Details:

- Covered accidental damage repairs have no deductible and include ground shipping paid by AGi.
- Standard repairs (excluding motherboard) are guaranteed within a Service Level Agreement (SLA) of 5-7 business days upon device arrival at AGi's facility.
- Motherboard repair SLA does not exceed 15 business days.
- SLAs may be extended due to parts availability, unexpected circumstances, or bulk work order submissions.
- Customers will be notified of any delays by their dedicated Account Executive.
- AGiProtect is not affiliated with Apple, Acer, Asus, Dell, Google, HP, Lenovo, Samsung, Toshiba, or any other OEM and does not replace or modify the manufacturer's warranty.
- Manufacturer warranty repairs, replacements, recalls, or other issues are not covered by AGiProtect and should be addressed directly with the manufacturer.

Covered Accidental Damage Repairs:

- Glass/Digitizer, LCD, Charging Port, Headphone Jack, Wi-Fi Antenna, Volume Button, Power/Lock Button, Speaker, Cameras, Microphone, Logic Board, and Battery.
- Home Button replacement voids Touch ID warranty.
- Palm Rest, Touchscreen, Trackpad, Top Cover, Motherboard, Hinges, Bottom Case, I/O Board, Wi-Fi Card, and LVDS Cable.

Exclusions:

- Damage while not in the provided case (as determined by AGi).
- Damage caused by fire, chemicals, nuclear, x-rays, soundwaves, magnetic fields, biological contamination, acetylene torches/blowtorches, flares, heat, smoke, or flames.
- Intentional damage from abnormal use, conditions, or environments.
- Cosmetic damage, normal wear, and tear (excluding functional impairment), software issues, battery wear from normal use (unless caused by accidental damage).
- Unrepairable motherboards, bent aluminum back cases (device will be returned in non-working condition or can be bought back by AGi for a determined payout.)
- Theft, leasing, subletting, lending, or criminal acts involving the device.
- Acts of nature, weather conditions, vandalism, riots, war, confiscation, or seizures.
- Excessive abuse, manufacturer design defects, recalls, dust, mold, internal overheating or humidity, corrosion, condensation.
- Pre-existing conditions, lost/non-retrievable data, fraudulent products, improper electrical sources, infestation, damage covered by other insurance, removed/altered serial numbers or product information.
- Look-a-likes, clones, or products not manufactured by the original manufacturer.

Unrepairable Devices - If AGi determines a device to be unrepairable and excluded by the plan:

- AGi will return the device or recycle it upon the owner's preference.
- The School District/Company can transfer coverage to another device of the same or comparable model for the remaining plan duration.
- Written notice of the new device's serial number is required for the transfer.



*Note: This overview provides a condensed summary of the AGiProtect coverage.
Please contact the CTC's IT department for complete details and terms.*