

LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER

Student Device Loan Agreement

LCCTC provides laptops, MacBooks, and Chromebooks to students to support instruction and learning. All devices remain the property of LCCTC and are issued based on the instructional needs of each program.

When a laptop computer/device 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/markings 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 device(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/device 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/devices.
- No software, apps, or programs may be downloaded or installed on LCCTC-owned computers/devices, except as authorized by the technology department.
- Internet Service Provider (ISP) software which alters, amends, or proxies the configuration of the device may not be installed on LCCTC devices without prior written permission. Such permission would only be given to meet an LCCTC need.
- The assigned student and parent/guardian are financially responsible for the assigned device at all times—whether at school, at home, during transportation, or at any off-campus activity—until the device has been returned to LCCTC.
- 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 device will be erased over the summer and protect your documents accordingly. In the rare event that a student needs to retain an LCCTC-issued device over the summer, prior approval must be obtained from the Director of Technology.
- 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/device 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 for paying the depreciated value based on a 4–5-year life expectancy.

Replacement charges are based on the current depreciated value of the device according to its place in the LCCTC replacement cycle, as shown below.

Itemized Cost List	SY 2026-2027	SY 2027-2028
Macs & PCs* \$1500	\$750 (Year 3)	\$375 (Year 4)
% of value (Original cost)	50%	25%
Chromebooks* \$379	\$379 (Year 1)	\$284.25 (Year 2)
% of Value (Original cost)	100%	75%
Missing Laptop Case	\$25	\$25
Missing Charging Cables	\$20	\$20

Replacement Cost Note: Macintosh computers and Windows PCs are currently in their third year of use. Therefore, the replacement charge for a lost or stolen device, or for damage caused by negligence or improper handling, is **50% of the original purchase price**. Chromebooks are currently in their first year of use; therefore, the replacement charge is **100% of the original purchase price**. Replacement charges are based on the current LCCTC depreciation schedule and are adjusted annually as devices age. However, if repairs are less than the depreciated value, the student will be responsible for paying 100% of the repair cost. **We strongly encourage students to OPT IN for the laptop**

insurance. Repairs to laptops can be costly. Purchasing laptop insurance can significantly reduce your out-of-pocket expenses for accidental damage. 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.

Device Care Guidelines:

- 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 device. Spills can be fatal to the electronic components of the laptop.
- Avoid extreme temperatures with the laptop. Do not allow device 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 device’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 device from one location to another, close the lid and wait a few seconds before picking it up to move it. This allows the device 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. Loss, theft, or significant damage must be reported to the LCCTC Technology Department as soon as possible, but no later than the next school day after discovery.

Laptop/Device Information

Student Name:			
School:		Program Name:	
Are you purchasing device insurance? (Select one) ☐ Yes Cost for Windows Laptop: \$45 Cost for Apple MacBook Air: \$69 Cost for Chromebook: \$20 <i>Checks payable to LCCTC. Or Visit our online payment portal at: https://lancasterctc.edu/payments/</i> Scan the QR code to purchase device insurance online. Check the box if paying online. ☐  ☐ 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 Device	Notes

Student/Parent Acknowledgement

Student Signature

Date

Parent/Guardian Signature

Date

CTC OFFICE USE ONLY

Insurance Payment Details:

_____ Check Amount _____ Check Number _____ Cash _____ Cash Amount
 _____ Online Payment _____ Collected by (Initials) _____ Date

End-of-Year Student Device Return

At the end of the school year, the LCCTC Representative will place a check mark beside each returned item. Students will receive an invoice for devices that are not returned.

Returned Devices: ☐ 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.*