



UTICA
COMMUNITY
SCHOOLS

2025-2026 DEVICE RESPONSIBILITY, DAMAGE FEES AND OPTIONAL INSURANCE

FINAL DATE TO ENROLL: FRIDAY, SEPTEMBER 5, 2025

Student Device Responsibility & Optional Insurance - For all Assigned 1:1 UCS Students

Utica Community Schools is proud to deliver 1:1 technology to our students. Depending upon the grade level, your child has been issued either an iPad or a Dell laptop including charging cords and any applicable accessories. Your child is responsible for the device at all times.

Additionally, a separate Technology Device Use Agreement that includes an electronic sign-off must be provided to the district prior to device distribution. This agreement includes the procedures for [Board Policy 6600 - Acceptable Use of the District Technology Resources](#), acknowledgement that the Student Device Agreement has been discussed with your child, and you have read [Board Policy 5160 – Information & Communication Technology](#). The Technology Device Use Agreement can be found by logging in to your PowerSchool parent account using a web-browser (found at this [link](#)), selecting “Forms” from the Navigation menu, and then selecting “Required to Complete Each Year” from the list. Please note that the PowerSchool app does not contain a link to district forms. Forms are only accessible through a web-browser.

Damage Fees

In the event of damage to an iPad or laptop, district policies and practices require a charge be assessed to cover the repair or replacement cost of the device. The fees described below are based on use of a UCS-provided device and any damage to it, whether accidental or intentional, after it has been issued to the student.

Device Insurance Plan for Accidental Damage – Annual OPTIONAL COVERAGE

An annual insurance plan has been designed to help families if there is an accident that causes damage to the school issued device. ***When participating in the district’s insurance plan for \$20.00 per year, any accidental damage reported will be covered as described below.***

Insurance coverage will repair/replace the device for accidental damage with no cost incurred by the student for the first incident (claim). Subsequent damage repairs during the covered year will have a deductible assessed per instance. **Insurance will cover a maximum of 3 damage occurrences during the covered year.** The deductible fee schedule for each damage occurrence is outlined below. Please note, if insurance is not purchased, actual repair costs (not to exceed the cost of the device) will apply.

2025-2026 INSURANCE FEES

Insurance plan purchase

- \$20.00 per device, per year

Device Damage/Occurrence Fees (WITH INSURANCE)

- First Occurrence - **NO CHARGE**
- Second Occurrence – not to exceed **\$75 (iPad) / \$150 (laptop)**
- Third Occurrence – not to exceed **\$150 (iPad) / \$300 (laptop)**
- Thereafter – full repair/replacement cost

ITEMS NOT COVERED BY THIS OPTIONAL PLAN:

ACCESSORIES – INCLUDING POWER/CHARGING CORDS - ARE NOT COVERED BY INSURANCE

- Accessories include, but are not limited to, a USB power adapter, charging cable and/or protective iPad case.
- Replacement of lost or damaged accessories is the responsibility of the student. Utica Community Schools recommends Original Equipment Manufacturer replacements.

INTENTIONAL DAMAGE IS NOT COVERED BY INSURANCE

- Any damage reported due to misuse, neglect or any other form of intentional damage will result in fees up to the full cost of replacing the device, regardless of your participation in the annual insurance plan.

STICKER REMOVAL IS NOT COVERED BY INSURANCE

- Stickers, decals or other items affixed to the device will be assessed a fee for removal and is not covered by insurance.

DAMAGE DUE TO REMOVAL OF THE PROTECTIVE IPAD CASE IS NOT COVERED BY INSURANCE

- Utica Community Schools has selected a protective iPad case for all district issued iPads. Students must **NEVER** remove the case.
- If the assigned laptop is provided with a protective case, students must **NEVER** remove the case.
- Any damage that occurs due to the removal of an iPad case or a laptop protective case is considered **INTENTIONAL DAMAGE** and is not covered by insurance.

LOST OR STOLEN DEVICE

- Lost devices are **NOT COVERED** under this optional insurance policy.
- In the case of theft of an iPad or laptop, a copy of a completed police report **MUST BE RETURNED** to Utica Community Schools. A stolen device **IS COVERED** by the purchased insurance **ONLY IF** a police report is filed and a copy provided to the district.

2025-2026 Cost comparison for damage to device with / without optional insurance:

| DAMAGE/OCCURRENCE | IPAD DAMAGE | | LAPTOP DAMAGE | |
|---|---------------------------------------|--|---------------------------------------|--|
| | Cost to student WITH INSURANCE | Cost to student WITHOUT INSURANCE | Cost to student WITH INSURANCE | Cost to student WITHOUT INSURANCE |
| 1st Occurrence | No Charge | actual repair (max. \$300) | No Charge | actual repair (max. \$670) |
| 2nd Occurrence | Max. \$75 | actual repair (max. \$300) | Max. \$150 | actual repair (max. \$670) |
| 3rd Occurrence | Max. \$150 | actual repair (max. \$300) | Max. \$300 | actual repair (max. \$670) |
| Stolen Device | Device Replaced* | not to exceed \$300 | Device Replaced* | not to exceed \$670 |
| Lost Device | Not Covered (max. \$300) | not to exceed \$300 | Not Covered (max. \$670) | not to exceed \$670 |
| Damage due to iPad Protective Case or Laptop Housing/Case Removal | Not Covered (max. \$300) | not to exceed \$300 | Not Covered (max. \$670) | not to exceed \$670 |

* Must also be accompanied with a police report.

How to Purchase Device Insurance -- ONLINE:

The initial fee to purchase device insurance (\$20.00 per device) can be paid online using your debit card or credit card through PaySchools Central. The link to PaySchools Central can be found on the UCS homepage, under “For Families” - “Resources and Forms” - “Device Insurance Plan”.

In addition to PaySchools Central, high school students will have the opportunity to pay for this optional insurance program in person during their scheduled registration day (Falcon Day, Titan Day, etc.). High schools will accept payment by check during this time. If your child does not attend one of our four senior high schools, and you are unable to pay electronically through PaySchools Central, please contact your building principal to discuss alternate payment methods.

FINAL DATE TO ENROLL FOR TECHNOLOGY INSURANCE (2025-2026):

In order to be considered enrolled in the optional Technology Device Insurance Program, payments for the 2025-2026 school year must be received no later than **Friday, September 5, 2025.**

IF THE DEVICE IS DAMAGED:

In the event of damage, bring the device to your building main office. Office staff will advise the next steps.

HOW TO PAY FOR DEVICE DAMAGE FEES (with or without insurance) -- ONLINE:

All damage fees associated with the school issued device can also be paid online using PaySchools Central.