

RADNOR HIGH SCHOOL

iPad Theft or Loss Report

Directions:

1. Read Section 6.3 Lost/Stolen iPads taken from the iPad Guidelines and Procedures document. (below)
2. Initial each step of the **Report Procedure** below to indicate completion.
3. Both student and parent must sign and date as indicated.
4. Bring this form to the main office.
5. A replacement iPad will be issued within 24 hours of receipt of this signed form. **For families without Worth Ave. insurance, payment in the amount of \$619.00 is required within 30 business days, or the replacement iPad will be returned to the school and reissued only upon full payment.**

6.3 Lost/Stolen iPads (iPad Guidelines and Procedures)

If any iPad (district-issued or personal) is reported as lost or stolen by a student or parent, an RHS Theft Report Form must be completed and submitted to the Main Office. District network resources will be activated to determine the location of the iPad. Then, depending on the insurance option selected by a family, the following next steps must occur:

Insurance Option	Next Steps
chose to accept personal liability, no insurance	<ul style="list-style-type: none"> • Families write a check payable to Radnor Township School District in the amount of \$599 plus \$20 for the district-issued cover. • The check must be received within 30 business days from the Theft Report Form submission date.
chose to cover the device under an existing home-owners insurance policy	<ul style="list-style-type: none"> • Families contact their home owners' insurance company to file and process their claim. • The district expects payment within 30 business days from the Theft Report Form submission date.
chose the third-party insurance option from Worth Ave. Group	<ul style="list-style-type: none"> • Families complete and submit to the main office: <ol style="list-style-type: none"> 1. This form 2. The Radnor School District Theft Report 3. A police report • The district will submit the claim on behalf of the family when these three documents are received.

Report Procedure: initial each item below and bring this form to the main office.

1. Filed police report 2. Completed this form
 3. Filled out Radnor High School Theft Report

Student name (printed)	Student signature	
Parent name (printed)	Parent signature	
Social Studies Teacher :	Room Number:	Period:
Date submitted:	Office Use Only: Received by	