



Dear Parent/Guardian of _____,

As you know, Northwestern Middle School is a one to one school and you agreed to allow your student to participate in this personalized learning program. As part of the program, you and your child returned the signed user device agreement, and your child attended an orientation in regard to the handling of the device. Your student was cautioned in regard to safety and security. Additionally, this agreement identified that you would **assume responsibility for the Microsoft Surface 3** which included your **responsibility to replace the device** if it was lost or damaged in any way and pay for repairs.

Unfortunately, your child's device has been lost/damaged. In order to assure a smooth process to allow for Surface 3 repair and replacement, please sign this paperwork and return with payment.

At this time you are **responsible for the checked item(s) below:**

Mobile Device Break/Loss/Damage Fines:

- Microsoft Surface 3 – Lost
 - 1st offense: \$250.00
 - 2nd offense & subsequent offenses: Full replacement cost \$885*
- Damages
 - 1st offense \$100.00
 - 2nd or subsequent offense (s) \$300.00

Peripheral Lost/Damage:

If any peripheral equipment is damaged or destroyed during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for the following fines:

- | | | |
|--|---|---|
| <input type="checkbox"/> Keyboard - \$130 each | <input type="checkbox"/> Power Brick – \$20 each | <input type="checkbox"/> Pen – \$60 each |
| <input type="checkbox"/> Case – \$40 each | <input type="checkbox"/> Power cord (USB) – \$20 each | <input type="checkbox"/> NMS Device Bag – \$10 each |

Failure to Return a Device or Accessories:

- A student who fails to return a device or any accessories or peripherals will be responsible for the full replacement cost of the item that was not returned. Grade cards and/or transcripts will be held until all fines are paid.

The media center will accept student payment for damaged, lost, or stolen devices and/or accessories in order to have the Surface 3 repaired or replace peripheral items. We will accept **cash or money orders** payable to **Northwestern Middle School**. In addition, you may choose to pay by **credit card** online at <http://osp.osmsinc.com/fultonga>. By choosing this form of payment, you will receive a surcharge of 4% of the transaction plus .35 cents. Any payment (partial or complete) will allow a student to receive another Fulton County Surface 3. Failure to make payment could result in the student not receiving the device back, not receive a device in subsequent years, or impact graduation.

Thanks for your support, understanding, and commitment to your child's success

Sincerely,
 Charles Chester, Principal

Sign below indicating your type of payment and return to the media center.

Students Name: _____ Phone #: _____

Cash _____ **Money Order** _____ **Credit Card (on-line)** _____