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**INFORMATION TECHNOLOGY SERVICES**

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## **IMSA’s Student Scholarship Computer Loan Program**

*Administered by Information Technology Services (ITS)*

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### **Program Description**

IMSA realizes that some families, due to financial challenges, may not be able to afford a computer that meets the minimum recommended computer requires. To assist these families, IMSA has created the Student Scholarship Computer Loan Program. This program is designed to provide a reliable and capable laptop computer to students of these financially challenged families. Once approved for a scholarship computer the student will retain the computer for their full three year IMSA career, including the summer months in between class years, unless the student other wise leaves IMSA, becomes unenrolled, for any reason. The computer provided will meet the minimum technical requirements and be covered by an accidental damage protection warranty. Protecting the student and the family from unexpected technical and physical failures resulting in unexpected financial costs. The student and family will be held responsible for any technical or physical failures determined to be the result of negligence or abuse.

### **FAMILY/STUDENT RESPONSIBILITIES**

#### *Illinois Mathematics and Science Academy Equipment Usage Policy, Student*

Any state-owned equipment issued to a student is done so in support of the student's education at IMSA and is to be used by that student for Academy-related purposes. Any equipment issued to a student must be returned when due, immediately upon request by the student's teacher, activity sponsor, or the issuing department, or, upon graduation, withdrawal, or dismissal, no later than the student's last day enrolled at IMSA, in the same condition as when it was issued. In addition, students are prohibited both from making or allowing anyone else to make unauthorized copies of software, and from installing unlicensed software on a state-owned computer. The student or the student's parent or guardian is financially responsible for any fees



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associated with returning equipment late, and for repairing or replacing any equipment issued to the student that is damaged, lost, or stolen due to the negligence of the student. Negligence includes, but is not limited to, failing to exercise proper care in securing equipment from the risk of damage, loss, or theft. Regardless of negligence, the student or the student's parent or guardian is financially responsible for repairing or replacing any damaged, lost, or stolen equipment that the student has taken off-campus without authorization.

#### *Fees:*

- Late Fee: Equipment not returned within one business week of its due date or within one week of requested will incur a non-refundable \$ 25.00 late fee.
- Damaged Equipment Fee: Equipment physically damaged due to student negligence will result in a fine of \$ 50.00 for the first offence. Repeat offenders will be charged the full repair costs to return the equipment to full working and cosmetic condition.

#### *Replacement/Repair Costs:*

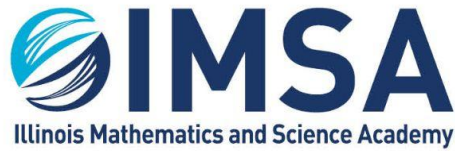
- Repair Costs: Will vary depending on damage sustained
- Replacement of Entire Laptop Computer: \$ 1,400.00
- Replacement of Laptop AC Adapter - Charger: \$ 55.00
- Replacement of Network Gigabyte Ethernet Mini-Switch and AC Adapter: \$ 30.00
- Replacement of Pink Cat-5e Ethernet Cord: \$ 5.00
- Replacement of Drawing - Graphics Tablet: \$ 70.00
- Replacement of any other IT provided computing device, Internet access device or accessory will be equal to the purchase cost incurred by IMSA to replace the item.

IMSA is solely responsible for determining when damaged equipment will be repaired or replaced, for arranging for equipment repairs, and for purchasing replacement equipment. The student's teacher or activity sponsor, a representative of the office that issued the equipment, and a representative of Student Leadership Development are jointly responsible for determining whether the student was negligent regarding the security of any equipment issued to him or her that was damaged, lost, or stolen. The student may appeal this determination to the Principal, whose decision is final.

## **Apply for a “Scholarship Computer”**

To apply for a scholarship computer you will need to complete two tasks

1. Send email to [imsaitquestions@imsa.edu](mailto:imsaitquestions@imsa.edu) containing the following information
  - Parent/Guardian's Full Name
  - Parent/Guardian's contact email address
  - Student's Full Name
  - Student's contact email address



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- Student's expected class year (ex: Class of 2025)
2. Complete the Student Fee Application (National Programs Application) Form. Available via a link on the IMSA web site (<https://www.imsa.edu/student-life/residence-life/2021-2022-student-fee-and-fee-reduction-documents/>). NOTE: This link to the form is subject to change and the form may not be available until sometime on mid-June of each year.

### PROCEDURE/PROCESS FOR OBTAINING A SCHOLARSHIP COMPUTER

1. Parent/Guardian completes the tasks listed in the "Apply for a "Scholarship Computer"" section of this document.
2. Parent/Guardian will receive a confirmation email from a member of Information Technology Services (ITS) concerning receipt of the request.
3. Once the Office of Business and Finance processes the Student Fee Application (National Program Application) and determines the families fee waiver tier, ITS will send an email to the family with the approval/denial of the request for a scholarship computer. Approval or denial will depend on two factors, the tier level and quantity of available equipment. Priority will be given to families classified in the lower tier levels (1 thru 3).
4. If approved, the student will pick up the computer during Registration Week, on the day they move into IMSA.
  - i. Student will be provided the laptop computer, its AC Adapter/Charger
  - ii. The computer will be preinstalled with all known software applications the student may use during their IMSA career
  - iii. The computer will be Internet ready and pre-registered on IMSA's network.