

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Chief Financial Officer

DISTRIBUTION: Local Districts
Schools

SUBJECT: MEMORANDUM NO. C-2
INSURANCE COVERAGE FOR
SCHOOL COMPUTERS

DATE: September 18, 2000

Due: October 16, 2000

DIVISION: Business Services

APPROVED: ALAN TOMIYAMA, Business Manager

ROUTING

Local District Superintendents
Local District Business Managers
Site Administrators
ITAFs
School Administrative
Assistants

For assistance and/or further information, please call Karen Hemingway, Principal Procurement Officer, at (213) 633-7350 or Mildred Miyazaki, Contracts Supervisor, at (213) 633-8474.

The purpose of this memorandum is to provide important information to Local Districts and individual schools about obtaining insurance coverage for computers, related equipment and software at schools at no cost to the schools.

I. INSURANCE POLICY

The District has purchased an insurance policy which will provide coverage for damage to and/or theft of school-based computers, related equipment and software at schools throughout the District. This policy will be effective October 15, 2000 and will have a \$500 deductible per school, per incident. Individual schools will be eligible for coverage following receipt by Administrative and Insurance Services (AIS) of a complete inventory of items to be insured as compiled by the school on Form AIS 01.

II. WHAT THE POLICY WILL COVER

The insurance policy will apply only to computers, related equipment such as printers, modems, etc., and software owned by the District and located at schools (including Primary and Children's Centers, Adult Education schools and Special Education schools). It will not apply to computers, related equipment, and software located at Local District or Central Offices. It will also not apply to items belonging to employees, students, volunteers, or other non-District individuals or organizations.

The policy will cover losses caused by fire, water damage, vandalism and/or theft. It will not cover ordinary wear and tear, required maintenance, obsolescence, software or equipment upgrades, or damage caused by negligent use or operation.

III. HOW SCHOOLS CAN GET COVERAGE FOR THEIR COMPUTERS

Attached to this memorandum is Form AIS 01. When filled out, this form should show a complete inventory of the computers, related equipment, and software at a school. (A sample of a properly completed form is also attached.) Send completed form(s) to:

Mildred Miyazaki
Administrative and Insurance Services (AIS)
IBSC 19th floor

Please return completed forms by October 16, 2000 to enable AIS to implement coverage as soon as possible. Schools which would like to provide the inventory on a diskette may call Ms. Miyazaki at (213) 633-8474; a diskette containing Form AIS 01 will be sent to the school. If the inventory is in a spreadsheet or database program, the file may be e-mailed to mmiyazak@lausd.k12.ca.

When schools add computers, related equipment and/or software during the school year or when they delete such items from their inventories, notice must be sent to AIS in order to keep the insurance policy current. Form AIS 01 may be copied as needed and used to report additions and/or deletions.

IV. WHAT TO DO IF COMPUTER EQUIPMENT IS DAMAGED OR STOLEN

Schools experiencing theft of or damage to covered computer equipment and/or software after October 15, 2000 should report the incident to School Police and then call Mildred Miyazaki at (213) 633-8474. Ms. Miyazaki will work with school personnel to put together the information needed to file a claim with the insurance company.

Please remember that only items which have been inventoried and reported to the insurance company can be covered. If a computer, related equipment or software has been added and is damaged or stolen before it is listed with the insurance company, no payment will be made to the school by the insurer.

V. COST OF THE PROGRAM

There will be no cost to schools for this insurance coverage. The policy will include a \$500 deductible, however, so the first \$500 of any loss will be the responsibility of the school.

VI. ASSISTANCE IN COMPILING INVENTORIES

Each Local District has Instructional Technology Applications Facilitators (ITAF) assigned to assist schools with technology projects. Schools which need help in compiling their inventories may call an ITAF at their Local District for assistance.

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APPLICATION FOR INSURANCE COVERAGE - COMPUTER EQUIPMENT AND SOFTWARE

[illegible]

(213) 123-4567 (213) 987-6543

CONTACT PERSON (Name) (Telephone Number) (Fax Number)

APPLICATION IS: ☒ ORIGINAL ☐ ADDITION
(Please check one) ☐ RENEWAL ☐ DELETION

2000-01

FOR FISCAL YEAR

John B. Principal
SIGNATURE OF PRINCIPAL

SIGNATURE OF PRINCIPAL

Send to: Insurance Section, 19th Floor, IBSC
Fax to: (213) 633-7357