



## Guideline for Students with Multiple Lost/Stolen or Damaged Devices

Consequences for students with multiple devices issues	Recommended Process
Initial Student Laptop issued to all students	All students will receive a device free of charge.
1 <sup>st</sup> Incident of Damage	The student is directed to the campus UDT who will open a ticket and fill out a <a href="#">Damage Form</a> when appropriate. After a fee of \$25 is collected, the student will be assigned a replacement laptop. If the fee or a <a href="#">payment plan</a> cannot be processed, an in-school use only device, Loaner, will be issued on a daily basis.
1 <sup>st</sup> Lost/Stolen Device	<p>The parent/guardian is contacted by a school administrator informing them that their student has reported a stolen device.</p> <p>If the device is reported as “Stolen”, a police report must be submitted to replace the device with no additional fees.</p> <p>If the device is reported as “Lost”, after a fee of \$25 is collected, the student will be assigned a replacement laptop. If the fee or a payment plan cannot be processed, a loaner device will be issued on a daily basis.</p>
2 <sup>nd</sup> Incident of Damage	<p>Parent/guardian is contacted by a school administrator notifying them that their student has a second damaged device and a meeting with the campus administrator, student, and parent/guardian must take place, as determined by administration.</p> <p>A loaner device will be provided for the student until the following criteria is met. Once met, a take-home device will be re-issued dependent upon administration decision:</p> <ul style="list-style-type: none"> <li>parent/guardian has met with the campus administration</li> <li>applicable fees have been paid</li> <li>date identified by school administration for device reissuance</li> </ul>
3 <sup>rd</sup> Incident of Damage or 2 <sup>nd</sup> Lost/Stolen Device	<p>Parent/guardian is contacted by a school administrator notifying them that their student has a third damaged device or second lost/stolen device.</p> <p>The parent/guardian is responsible for paying for the cost of repair or device replacement as determined by campus administration. Devices reported as “Stolen” must have a police report on file.</p> <p>The student will be provided access to a device for in-school use only and will not be allowed to take a device home for the remainder of the school year.</p>

Item	Replacement Cost
Student Device – Chromebook – CTL LTE	\$469.00
Student Device – Windows Laptop – HP	\$1089.00
Student Device – Chromebook – HP	\$661.00
Charger	\$32.00
Snap on Case	\$36.00