

## Chromebook damage/loss/theft charges

Issue	Action(s) Necessary	Cost
Accidental Damage (1 <sup>st</sup> Instance)	A report must be made. The device and charger must be returned to the school so that a new or spare device may be issued	<b>No cost if insured.</b> <b>Repair costs up to \$150 if not insured.</b>
Accidental Damage (2 <sup>nd</sup> Instance)	A report must be made <b>immediately to administration</b> . The device and charger must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2 <sup>nd</sup> break. The student may need to wait until the original device is returned from service.	<b>\$50 if insured</b> <b>Up to full cost of device if not insured</b>
Accidental Damage (3 <sup>rd</sup> and additional instances)	A report must be made <b>immediately to administration</b> . The device and charger must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> <li>• Limiting participation in the Chromebook program</li> <li>• May not be permitted to take the device home.</li> <li>• This may also result in a referral and disciplinary action.</li> </ul>	<b>\$150 if insured</b> <b>Full cost of device if not insured</b>
Intentional Damage	A report must be made <b>immediately to administration</b> . The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the Principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	<b>All costs of whatever kind that are associated with replacing or repairing the device.</b>
Loss	A report must be made <b>immediately to administration</b> .	<b>Full cost of device</b>
Theft	A report must be made immediately to administration and a police report <b>MUST</b> be filed with the Lake County Sheriff's Department. <b>A copy of that report MUST be brought to administration.</b> Loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> <li>• Limiting participation in the Chromebook program</li> <li>• May not be permitted to take the device home</li> </ul>	<b>No cost with copy of police report if insured</b> <b>\$150 with copy of police report if not insured</b> <b>Full cost with no report</b>
Damage or Loss of power cord or school issued case.	A report must be made immediately to administration: the Chromebook, etc. must be returned to the Office until a new cord or case is issued.	<b>\$15 each</b>