

LAPTOP CLAIMS

BROKEN DEVICE - 3 CLAIMS POLICY

Visibly damaged — shattered screen, missing keys, water damage, etc. Student has 3 claims for a visibly broken non-working/repairable laptop over their four years in the district.

- Claim 1: Verbal approval of parent/guardian is necessary for replacement laptop.
- Claim 2 and 3: Student and parent/guardian complete claim form on campus. Administration approval is necessary for replacement.
- After 3 claims: Student is responsible for the cost of replacement.

TECHNICAL PROBLEM - NO CLAIM USED

- Student Laptop Technician will assess the technical issue and determine the solution. No claim will be used.

STOLEN - 3 CLAIMS POLICY

- File a police report and retain report number.
- A claim will be used for a stolen student laptop. Student and parent/guardian complete claim form on campus. Administration approval is necessary for replacement. If 3 claims have been used, student is responsible for the cost of replacement.

LOST

A lost laptop or charger is not covered under the claim process and is the responsibility of the student.

CHARGERS

Student must buy a replacement charger for their laptop at business office if lost or broken.