



GRAND RAPIDS CHRISTIAN HIGH SCHOOL LAPTOP INCIDENT POLICY

STUDENT STEWARDSHIP

Students are expected to take care of their school-issued laptops. Staff and parents are asked to intervene if they witness behavior by students that reflects an inappropriate use of technology. The Grand Rapids Christian Schools [Responsible Use Policy](#), [Laptop Information](#), [Technology Handbook](#) including proper care of the laptop, and other documentation can be found at www.grcs.org > Academics > Our Programs > Instructional Technology.

MAINTENANCE AND SUPPORT

Grand Rapids Christian Schools assesses a student fee for 9th – 12th grade students. Part of this fee includes students receiving minor repair coverage on their laptop. Coverage includes repairs such as headphone, keyboard, and trackpad parts. Potential additional costs beyond the fee include, but are not limited to:

1. Loss or damaged power supply parts (depends on the device model): Power adapter block \$19 - \$59; charging cables \$19 - \$49.
2. Deep exterior dents: \$75 for one corner and \$25 for each additional corner.
3. Replacement of broken or non-functioning parts such as a broken screen: Additional fee up to \$200.
4. Replacement costs due to loss, theft (police report required), or excessive damage such as a liquid spill: Additional fee up to \$500.

Students who incur more than two repairs in a year period will be responsible for the full repair/replacement cost.

Students are required to report any incidents with their devices to the GRCHS Learning Commons staff in a timely manner. A broken laptop submitted at the close of the school year will still be assessed a bill for repair costs if applicable. Technology staff review incidents where accident, neglect, or abuse is the cause, and any additional costs that may need to be assessed. Damage is photographed for record-keeping purposes. Families are billed and payment will be expected within 30 days if there is an additional cost. If payment is not received or if students have multiple incidents in a school year, access to the school device may be restricted.

CONTACT INFORMATION

Questions regarding this policy should be directed to the appropriate person below:

GRCS Executive Director of Technology
GRCHS Principal
GRCHS Dean of Students
GRCHS Help Desk Specialist

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Brad Mockabee
Vanessa Marble
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