



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 reflect an inappropriate use of technology. The Grand Rapids Christian School Responsibility Use Policy, Laptop Handout including proper care of the laptop, and other documentation can be found at www.grcs.org > Academics > Our Programs > Instructional Technology.

MAINTENANCE AND SUPPORT

Students are required to report any incidents with their laptop to the GRCHS Help Desk in a timely manner. Those who turn in a broken laptop at the end of the school year are still responsible for repair costs if applicable.

The Grand Rapids Christian High School student fee assessed with enrollment covers minor repairs and minor wear and tear on the GRCS laptop. Technology staff will review incidents where accident, neglect, or abuse is the cause, and when additional costs need to be assessed. If additional costs are assessed, you will be billed, and payment will be expected within 30 days. If payment is not received or if students have multiple incidents in a school year, access to the school laptop will be restricted. Damages will be photographed for record keeping purposes.

Additional costs include, but are not limited to:

1. Power supply parts – power adapter (\$65) and AC wall plug (\$10)
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 \$150
4. Replacement costs due to loss, theft (police report required), or excessive damage such as a liquid spill – Additional fee up to \$500

CONTACT INFORMATION

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

GRCS Director of Technology.....Sheila VanderWoudesvanderwoude@grcs.org
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