

# LAPTOP INCIDENT REPORT

Avon Intermediate School East

Student's Name

Homeroom Teacher's Name

Computer Username (If laptop is working, this will be found on the black home screen.)

Today's date

Description of Incident

- Include details of where laptop was at the time and full details of what occurred.
- If accidental loss, describe the incident.
- If accidental damage, describe the incident and the damage.
- If the laptop is not working, describe what the problem is and if you know what may have caused the problem.

Do you have insurance for your device? \_\_\_ yes \_\_\_ no

Parent/care giver phone number OR email