

Procedure for Managing Damaged Devices

If a device is damaged or lost, schools should follow the process outlined in our [Damaged or Lost Instructional Materials Policy- 6161.21](#) (page 49) used for textbooks and library books. In general, damaged devices should be collected by the TISS, entered into the Follett Resource Management system as inactive, and families should be charged the appropriate repair and replacement costs (see repair and replacement costs below). Consideration should be given to students and families that are economically disadvantaged. For devices that are damaged willfully or maliciously, the TISS should inform the principal or designee. The school administrator should follow Board Policy [5131.5 Student Vandalism](#), which involves the willful or intentional damage to school property, determine liability for such damage, and bill the family accordingly based on repair and replacement costs below.

Repair and Replacement Costs:

➤ Chromebook Replacement (New)	\$200
➤ Chromebook Replacement (2 or more years old)	\$100
➤ Laptop Replacement	\$500
➤ Power Supply/Charger	\$40
➤ Screen Repair (Chromebook)	\$100
➤ Screen Repair (HS Laptop)	\$250
➤ Keyboard Repair	\$75

Please make check payable to Stamford Public Schools or put cash in an envelope with student name on it.