

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 School [Responsible 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

Grand Rapids Christian Schools assesses a student technology fee for 9th – 12th grade students. With this fee, students receive the use of a laptop during the school year. Covered with this fee are minor repairs such as headphone, keyboard, and trackpad parts. Potential additional costs include, but are not limited to:

1. Lost or damaged power supply parts: \$58 (charging block and cable) for freshman – juniors, \$75 (charging block and AC wall plug) for seniors
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 three or more 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 their school 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 will review incidents where accident, neglect, or abuse is the cause, and what additional costs may need to be assessed. Damage will be photographed for record keeping purposes. If additional costs are assessed, families 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 device will be restricted.

CONTACT INFORMATION

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

GRCS Director of Technology Sheila VanderWoude svanderwoude@grcs.org
GRCHS Principal Brad Mockabee bmockabee@grcs.org
GRCHS Dean of Students Vanessa Marble vmarble@grcs.org
GRCHS Help Desk Specialist Renae Hurtman rhurtman@grcs.org