

	<b>Alternative payment for Technology fines</b>	<b>Date Created:</b>	
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## Standard Operating Procedure

### 1. Purpose

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To define an alternative means for students to make payment for fines incurred by the loss of or damage to a district owned student device. The expectation is that all 6<sup>th</sup> grade through 12<sup>th</sup> grade students will have access to a district owned device to assist with research and problem solving.

### 2. Scope

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Currently the expectation and the fee schedule for loss and damaged devices is as follows per the Waco ISD District Acceptable Use Policy.

#### Mobile Devices are Required Each Day in Class

- You are required to bring fully charged mobile devices to class.
- When appropriate, Waco ISD encourages you to take your mobile devices home at night for class work and recharging. All rules and regulations that are in effect during the school day extend to the use of the mobile devices at home.

#### Repair/Replacement:

- Devices are assigned to the student in two ways: As a part of a classroom set or as a take home device issued for that student use only. In either case, damages to district devices are the responsibility of the parent and student.
- In case of theft, a police report MUST be filed prior to a new device being issued.
- Intentional damage or damage caused by gross negligence is not covered by the district and the parent/student will be responsible for repairs.
- Loss or replacement of ancillary items are the responsibility of the parent/student.
- Charger blocks - \$25.00
- Charger cables - \$25.00
- Power cords for laptops - \$25.00
- Broken Screens - \$25.00
- The full replacement cost of device must be paid to replace the device if the device is lost or damaged beyond repair. Current market values are listed below for the 2022-2023 School year:
  - Chromebook (Replacement with NEW) - \$175.00
  - iPad - \$299.00
  - Hot Spot - \$150.00

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### **3. Process**

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Campus Administration has the ability to offer a one time resolution to satisfy payment of fines or fees associated with District issues technology devices.

If you have a student that has a broken screen or a charge block or cable missing, and they are not able to afford the cash payment, they are able to do another type of payment that is non-money related with Campus Administration approval.

#### Option 1

This would be a narrative or paper with a focus on "Responsibility and Digital Citizenship" or "Responsibility of the student for the campus"

- 1 page = \$25 worth of fees
  - So a broken screen is a one page paper.
  - A lost Chromebook is a seven-page paper.
- This is a ONE TIME alternative to cash payments for students.
  - All subsequent times are payments made through RevTrak for the device repair or replacement.
- This option is administrative discretion within the needs of the campus.

#### Option 2

This would be community service.


- 1 hour of community service = \$25 worth of fees
  - So a broken screen is a one hour.
  - A lost Chromebook is a seven hours.
- This is a ONE TIME alternative to cash payments for students.
  - All subsequent times are payments made through RevTrak for the device repair or replacement. <https://wacoisd.revtrak.net/>
- This option is administrative discretion within the needs of the campus.

#### Option 3

This would be attendance to tutorials (when offered by the campus).

- 1 **successful** tutorial = \$25 worth of fees
  - So a broken screen is a successful tutorial.
  - A lost Chromebook is seven successful tutorials.
- This is a ONE TIME alternative to cash payments for students.
  - All subsequent times are payments made through RevTrak for the device repair or replacement.
- This option is administrative discretion within the times offered by the campus.

*\*\*Successful is defined as completing all work and no disciplinary issues.*

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#### **4. Responsibilities**


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Campus Administration: Campus Administration will be responsible for:

- The approval and use of this as discretionary or alternative means for payment.
- Assignment verification of completion.
- Submitting a work order for another device to be issued to a student is has accepted this process as a form of payment to the district.
  - Must have the student's name and ID#

Technology Services: Technology Services will be responsible for:

- Deploying needed replacement or repaired devices to the campus once verification of completion is received.
- Pre-Deploy the device in our Inventory control program to the student listed on the work order.

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\*\*\*TO BE COMPLETED BY THE CAMPUS ADMINISTRATION ONLY\*\*\*

RE: PAYMENT REPAIR/DAMAGED/LOST Device

Dear Parent or Guardian,

Our records indicate that the Waco ISD device that was issued to your student has been damaged, broken, or is missing.

The following student device \_\_\_\_\_ was issued to \_\_\_\_\_, for this school year in Waco ISD.


**Description of Damages:**

- iPad charge cable (\$20.00)
- iPad charge block (\$20.00)
- Power cord (\$25.00)
- Screen/Casing repair (\$25.00)
- Chromebook replacement (\$175.00)
- iPad replacement (\$200.00)
- Windows device replacement (\$200.00)
- T-Mobile hotspot replacement (\$150.00)
- Hot spot block (\$20.00)
- Hot spot cable (\$20.00)

**Total amount owed:** \_\_\_\_\_

Campus Technology Liaison: \_\_\_\_\_

**Payment accepted via RevTrak online payment only**  
<https://wacoisd.revtrak.net/>

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## ALTERNATIVE PAYMENT OPTIONS

\*\*\*TO BE COMPLETED BY THE CAMPUS ADMINISTRATION ONLY\*\*\*

I \_\_\_\_\_ cannot make a full payment regarding the items above. I understand that I have 3 different payment methods to pay back the total amount owed. (Please select a payment method below)

### 1. Write an essay -

*Signature /Date*

Write a one-page paper on the topics of responsibility and digital citizenship to reduce \$25 off of your technology fees. If you plagiarize, the written option will no longer be available, and the fee will be required. These are your own thoughts on responsibility, how to take care of your technology in the future, and how to be safe while using the internet. Use examples from your own life.

1 page = \$25 in reduced fines

This assignment is due within one week of date assigned.

Submit Grades to: \_\_\_\_\_

### 2. Community Service -

*Signature /Date*

Community Service hours must be completed, and the form must be turned in one month prior to the last day of school.

1 hour of community service = \$25 in reduced fines

Submit Community Service Form to: \_\_\_\_\_

### 3. Tutorials -

*Signature /Date*

You have the option to attend and complete successfully tutorials to reduce your fines. Successful completion is defined as all work assigned with no discipline issues during that time.

1 successful tutorial = \$25 in reduced fines

Submit Tutorial time to: \_\_\_\_\_

\_\_\_\_\_  
*Parent/Legal Guardian/Student*

\_\_\_\_\_  
*Date*

Approved by: \_\_\_\_\_

*Campus Administrator*

Documents: Technology SOP's