

Chromebook iPad Damage Report

To be completed when a District Issued Chromebook or iPad is damaged.

Date of Report: _____

Section To Be Completed by GICSD Staff Member

Staff Member Name: _____

Student Name: _____ Student Number: _____

Grade Level: _____

Insurance: Yes No

First incident: Yes No

Damage was determined to be accidental by Building Administration.

Yes No

Initials _____

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Section to be completed with Student Input:

Date of Damage: _____

Description of damage:

Description of situation that led to the damage:

Witness (if any) to the situation or damage: (names, and signature)

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Process

- Damaged Chromebook is brought to the Library.
- Library Staff sees to the completion of this form.
- Once form is complete, enter Work Order requesting Tech to pick up Chromebook and Completed Damage Report
 - IT Dept will get quote for damages and repair
 - Business Department will invoice parent based on quote and insurance status