

# Chromebook Procedures for Families



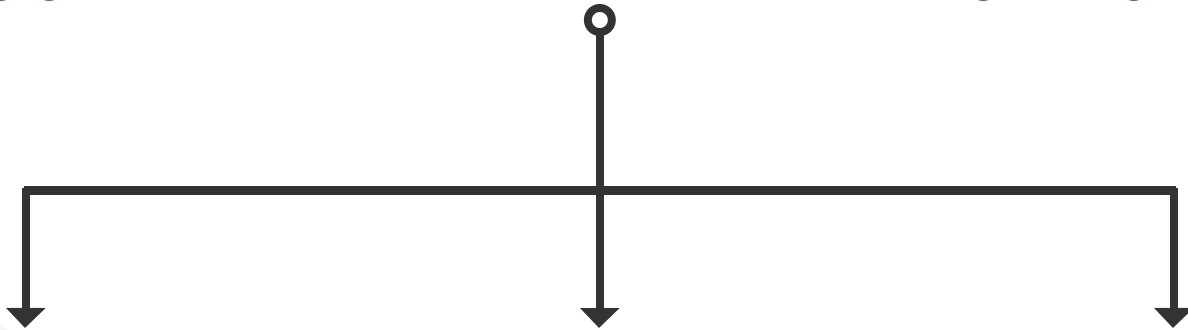
## Damage Notification Forms:

When a Chromebook is damaged, schools send families one of the district created "Chromebook Damage Notification Forms" letting them know that a damage has occurred. There is an "Accidental Chromebook Damage Notification" form that is used for accidental damages, and a "Chromebook Damage Charge Notification" form that can be used for negligence, vandalism, or lost charges.

## Negligence, Vandalism, and Lost Chromebooks:

- See below chart that is used when determining what charges should be used for damages. Each charge will fall into one of three categories: Mild, Moderate, or Severe. There are many unique scenarios for each model of Chromebook. The below chart gives some examples of charges that might be incurred. Administration, Media Specialists, and Bookkeepers work directly with the Technology Department if there are questions that arise as to what category damages should fall into.
- For a complete negligently damaged, vandalized, or lost Chromebook, the charge will be \$350. For a lost charger, the cost will be \$45. For a lost Chromebook and charger, the cost will be \$395.
- Funds are refundable for a lost Chromebook that is found within 90 days from date of payment.
- There are no refunds for chargers. For lost chargers, students are allowed to use a checked out "loaner" charger for a period of time before a guardian pays as long as guardians have been made aware that they are liable for two chargers if the "loaner" charger is lost.

## Negligence, Vandalism, or Lost Chromebooks Damage Categories:



**Mild:**  
**\$45**

### **Examples:**

- Lost/Damaged Charger
- Missing Keys
- Charging port dug out
- Rubber strips missing(bottom/side)

**Moderate**  
**\$100**

### **Examples:**

- Broken/cracked screen
- Not able to open/close
- Bottom detached

**Severe**  
**\$350**

### **Examples:**

- Complete Replacement required