



Chromebook Incident Form

2025-2026



Student Name: _____ Date: _____

School: _____ Grade Level: _____ Incident: ___ 1 ___ 2 ___ 3

Teacher: _____ Asset Tag: _____

Please use the back of this form to explain the problem with the device and how it occurred, if applicable.

Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook *should be reported immediately to your teacher* so it can be addressed in a timely manner. In the event of physical damage or neglect to a device, damage charges will be assigned to the student in order to purchase repair parts. The current repair fee for parts or replacement are as follows:

Current Fees: _____

Current Amount Paid: _____

Balance: _____

Chromebook Repair Costs	
Cracked Screen	\$62
Screen Bezel	\$29
Top Cover/Keyboard	\$60
Display Back Cover (HP logo)	\$40
Bottom Base	\$40
Charger	\$40
Total Replacement	\$330
<i>All prices include taxes and shipping. These prices are current at the time of this printing and are subject to change.</i>	

1st Incident - Fees will be assigned to the student through Destiny. Please make payment as soon as possible. A replacement device will be given to the student.

2nd Incident - Fees will be assigned to the student through Destiny. A replacement device will be given to the student only if 50% of fees are paid for the first incident. Otherwise, the student will be placed on paper/pencil assignments.

3rd Incident - Fees will be assigned to the student through Destiny. A replacement device will be given to the student only if fees are paid in full for all incidents. Otherwise, the student will be placed on paper/pencil assignments.

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Chromebook Incident form in conjunction with WCS Acceptable Use Policy Board Policy 3225/4312/7320. I understand the incident protocols highlighted in this agreement. Fees may not be assigned until after a technician has reviewed the device.

Parent or Guardian Name (please print): _____

Parent Signature: _____ Date: _____