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. Proper care of the laptop and other information regarding device usage can be found at www.grcs.org.

Maintenance and Support

Grand Rapids Christian Schools assesses a student fee for 9th – 12th grade students. Part of this fee includes students receiving minor repair coverage on their laptop. Coverage includes repairs such as headphone, keyboard, and trackpad parts. Potential additional costs beyond the fee include, but are not limited to:

- Replacement power adapter blocks | $19 - $59 depending on the laptop model
- Replacement charging cables | $19 - $49 depending on the laptop model
- Replacement screen/trackpad/keyboard | up to $300
- Excessive physical damage that does not affect the usage of the device (e.g.: dents) | $75
- Excessive damage that affects the usage of the device (liquid spill)/loss/theft | up to $500

Students who incur more than two 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 the GRCHS 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 review incidents where accident, neglect, or abuse is the cause, and any additional costs that may need to be assessed. Damage is photographed for record-keeping purposes. Families are billed and payment will be expected within 30 days if there is an additional cost. If payment is not received or if students have multiple incidents in a school year, access to the school device may 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 Vice Principal - Vanessa Marble.....vmarble@grcs.org
GRCHS Help Desk Support Specialist.....rhurtman@grcs.org

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