# GRAND RAPIDS CHRISTIAN SCHOOLS
# 5TH - 8TH GRADE DEVICE INCIDENT POLICY

## Student Stewardship

Students are expected to take care of their school-issued devices. 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 5th - 8th grade students. Part of this fee includes students receiving minor repair coverage on their school-issued device. Coverage includes repairs such as headphone, microphone, camera, speaker, and charging port parts. Potential additional costs beyond the fee include, but are not limited to:

- Lost or damaged power supply parts | Power adapter $19, 1 meter cable $19, 2 meter cable $29
- Lost or damaged Logitech crayon | $49
- Replacement of a broken screen or keyboard case | up to $100
- Excessive damage that affects the usage of the device due to liquid spill/loss/theft | up to $350 (including warranty, keyboard case, charger/cable, and crayon)

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 Learning Commons staff in a timely manner. 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 Executive Director of Technology | Sheila VanderWoude (svanderwoude@grcs.org)
GRCMS Principal | Sara Seth (sseth@grcs.org)
GRCMS Technology Integration Specialist | Mark Griffin (mgriffin@grcs.org)
RCS Principal | Ben Buursma (bbuursma@grcs.org)
RCS Technology and Media Integration Specialist | Jackie DenOuden (jdenouden@grcs.org)
Evergreen Principal | Emily Jansen (ejansen@grcs.org)
Evergreen Media Inquiry Specialist | Krystal Sherrill (ksherrill@grcs.org)

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