

# Guidelines for Not Returned & Damaged PCS Devices

Students are responsible for using the device only for the intended purpose and to care for the device in such a way as to avoid loss or damage. Please see Student Code of Conduct applicable rules regarding treatment of school property.

If a student damages/loses more than 2 devices, a school may decide to only provide a desktop, laptop, or older device to be used in the classroom.

Students and parents will be notified via Focus message of new fines added to the student's Focus account.

Fines must be paid in person with exact cash or money order.

Repair/Replacement Item	Cost
<p style="text-align: center;"><u>Damaged Device</u></p> <p>When a laptop is turned in with <i>evidence of physical damage</i>, it will set aside for diagnosis by technology technician. After diagnosis, the student will be issued a new laptop and the fine will remain in the student's Focus account until it is paid.</p>	\$50
<p style="text-align: center;"><u>Not Returned/Lost Device</u></p> <p>A fine of the depreciated value of the device will be placed in the student's Focus account and a new device will be issued to the student as soon as possible. The fine will remain in the student's Focus account until it is paid or the device is returned.</p>	Depreciated value of device
<p style="text-align: center;"><u>Device Charger</u></p> <p>The student will not be provided with a replacement charger until the fine for the damaged/lost charger has been paid or the original charger has been returned to the school.</p>	\$55
<p style="text-align: center;"><u>Device Case</u></p> <p>The student will not be provided with a replacement case until the fine for the damaged/lost case has been paid or the original case has been returned to the school.</p>	\$50