

## GRCS GRADES 5 - 8 LAPTOP INCIDENT POLICY

Grand Rapids Christian Schools, grades 5 – 8, has a pay-per-incident policy to hold students accountable for loss of technology equipment and damage due to accident, neglect, or abuse.

### STUDENT STEWARDSHIP

An important aspect of reducing the cost of repairs is encouraging students to take care of their school-issued laptops. Staff and parents are asked to intervene if they witness inappropriate behavior by students that could lead to laptop damage. A technology handbook is available at [grcs.org](http://grcs.org) > Instructional Technology detailing proper care of the laptop. Students are required to report any incidents with their laptop to a member of technology staff in a timely manner. Those who turn in a broken laptop at the end of the school year that has gone unreported will still need to pay for damage.

### IMPLEMENTATION

Parents and students are required to sign the [GRCS Technology Contract & Consent](#) form before a student can receive a laptop for use. If a laptop is lost or stolen, malfunctions or sustains damage, the student must either complete a building helpdesk ticket or an Incident Report Form. Technology staff will determine the causes behind problems and will advise principals in cases where accidents, neglect, or abuse is the cause and replacement costs needs to be collected. Damage will be photographed for record keeping purposes.

### COSTS

Most GRCS computers are covered by a warranty that covers component failure that is not the fault of the user. If repairs are covered by such warranty, the student or parent is not liable for repair costs. Warranty providers, however, do not offer coverage if damage or loss is due to accident, neglect or abuse. In such circumstances, the costs of the repair or replacement will be the responsibility of the student accountable for the damage or loss.

The table, as detailed below, will apply to all cases of damage or loss due to accidents, neglect or abuse. The replacement costs will be used to cover all costs including parts, shipping and labor. These fees are subject to change with or without notification based on our cost at the time of replacement.

<u>Item</u>	<u>Approximate Cost (cost may be pro-rated based on age of computer)</u>
<i>Lenovo x120 Laptop</i> .....	\$250
<i>Lenovo x130 Laptop</i> .....	\$350
<i>LCD Screen</i> .....	\$75
<i>Soft Carrying Case</i> .....	\$30
<i>Keyboard</i> .....	\$40
<i>Casing</i> .....	\$15 - \$100
<i>Charger</i> .....	\$20

### CONTACT INFORMATION

Questions regarding this policy should be directed to the appropriate person below:

GRCMS Principal .....	Ashanti Bryant.....	<a href="mailto:abryant@grcs.org">abryant@grcs.org</a>
GRCMS Technology Integration Specialist.....	Katie Rowe.....	<a href="mailto:krowe@grcs.org">krowe@grcs.org</a>
RCS Principal .....	Eric Burgess.....	<a href="mailto:eburgess@grcs.org">eburgess@grcs.org</a>
RCS Media & Technology Integration Specialist..	Jackie Frens.....	<a href="mailto:jfrens@grcs.org">jfrens@grcs.org</a>
GRCS Director of Technology.....	Sheila VanderWoude.....	<a href="mailto:svanderwoude@grcs.org">svanderwoude@grcs.org</a>