

Policy/Procedures for Device Damage

1. Damage to a device loaned to a student is reported to Tech Dept.
2. Tech Dept. identifies and assesses dollar amount damage and informs admin.
3. Admin determines disposition (restitution) based on cause - reckless/intentional, accidental, lost, etc.
4. Admin requests invoice from Tech Dept.
5. Based on intent and history of damages, admin will send a parent letter (need to agree on form letter for each situation) to address the incident and attach an invoice to request restitution deemed fair.
6. Parent needs to bring the letter and invoice both signed with the full payment for device damages.
7. Office receives payment and issues receipt to parent and deposits payment to the Local Technology Account.
8. If parent does not respond to the letter within 10 days, a second request with a phone call will be activated by admin.

Reference: DOE procedures for equipment loss or damages.

11.23.20