

**Reimbursement Costs for Lost, Stolen, Damaged Laptops, Chromebooks
State College Area School District, 2013-2014**

This policy applies to equipment (laptops, Chromebooks) assigned to individual students.

In the event that you **lose, intentionally damage, or someone steals** your district-issued device or one of the accessories provided to you, you will be responsible for reimbursing the State College Area School District, at the following rates:

Laptop	\$500
Laptop Power Adapter	\$ 40
Laptop Case	\$ 20
Chromebook	\$250
CB Power Adapter	\$ 40
CB case	\$ 15

In the event that you **accidentally damage** your laptop or Chromebook, the following “Three Strikes Policy” will be in place during the 2013-2014 school year:

Accidental Damage Event	Cost of Repair	Communication	Additional Disciplinary Action (this column applies only to “take-home” devices, such as Delta CBs)
1st offense (Strike 1)	All repairs made at no cost to student	Student and parent notified by email	None
2nd offense (Strike 2)	All repairs made at no cost to student	Student, parent and school administrator notified by email.	Student’s assigned device remains at school for one week, available to the student during school hours.
3rd offense * (Strike 3)	Student is assessed partial cost of non-warranty repair or replacement (see below)	Student, parent and school administrator notified by email.	Student’s assigned device remains at school, available to the student during school hours. (minimum two weeks, or until cost settlement is made.)

***3rd, 4th, nth offense.... Same protocol for each of these offenses.**

Costs to be assessed on 3rd and subsequent offenses

- Chromebook replacement - \$250
- laptop keyboard replacement - \$15
- laptop screen replacement - \$40
- laptop multi-parts replacement - \$50