

# Lost, Stolen and Unreturned Student Chromebook Procedure

## **Stolen Student Devices:**

1. Tech is notified to brick device - email Cathy Sanders and Ed Smith
2. Family produces a police report or case number to school - police report is housed at the building level.
3. Building flags device stolen.
4. Building enters fine in Destiny, if applicable - Follow Chromebook User Agreement Fee Schedule.
5. If the device is found and returned, check the device in through Destiny and return to Tech.

## **Lost Student Devices:**

1. Tech is notified to brick device - email Cathy Sanders and Ed Smith
2. Building will record the device as lost.
3. Enter fine in Destiny - Follow Chromebook User Agreement Fee Schedule.
4. If the device is found and returned, check the device in through Destiny and return to Tech. This will clear the fine. If the fine has been paid and a refund is requested follow District refund procedures.

## **Unreturned Withdrawn Student Devices:**

1. Tech is notified to brick device - email Cathy Sanders and Ed Smith
2. Building will record the device as lost and enter fine as full replacement cost of \$327.00, 2021-2022. The Chromebook User Agreement Fee Schedule does not apply.
3. Enter the withdrawn student onto the google spreadsheet for follow up.
4. Send letter from Teresa Main stating they are in violation of the Responsible Use Procedures until returned or fine paid.
5. When the Chromebook is returned, check it in and send it to Tech. This will clear the fine.

This information is for clarification of the process. We understand each building has their own protocol of who is responsible for the duties outlined above.