

Orange City Christian School Damaged Equipment Form

We at OCCS believe that the use of technology is an important part in the education of our students. We not only believe that the proper use, management, and understanding of technological tools is important, but also the care and use of such devices.

Our *Computer Use Policy*, signed by parents and students before receiving their school-issued laptop, states that “If any laptop behavior causes damage to the laptop the student may be required to pay for any repairs the laptop may need because of careless handling.”

We believe “careless” has multiple meanings and have identified two levels regarding the careless use of laptops.

Level	Description
Level 1	The damage to the device was determined to be accidental in nature. There was no indication of malicious intent to harm the device, however, the level of attention and care to keep the device damage free and in working order was not maintained. A flat rate will be charged to fixing the device that will increase with additional incidents within a school year. The 3rd offense within a school year will result in full cost of the repair.
Level 2	The damage to the device was determined to be purposeful in nature. It was identified that the actions taken by the student were intentional in causing damage to the laptop to the extent of interfering with the protection and/or working order of the device. A cost based on the repairs required will be determined.

After assessing the situation and damages done, the associated cost was determined to be:

_____ Level 1 Cost: \$25 (1st offense) \$50 (2nd offense) Full repair cost (3rd offense)

_____ Level 2 Cost: _____ (based on repairs needed)

If you have questions regarding the issue, please contact Mr. Van Schepen, Technology Coordinator.

I agree with the policy listed above and understand the responsibility that comes with the privilege of using the assigned device at Orange City Christian School.