



Long Valley Charter School

A Non-Profit Public Benefit Corporation

Technology Loss & Damage Policy

Approved by: Board of Directors	Adopted: 2-11-21	Policy #: 6020
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Long Valley Charter School (LVCS) is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

Beginning in March 2019 as a result of the COVID-19 Pandemic, the Charter School has determined that loaning Chromebooks, laptops, Internet hot spots, and other technology is desirable to accommodate student learning and communication with school staff. This is especially true during periods of distance or remote learning.

The purpose of this policy is to delineate the processes and procedures the Charter School will follow in cases of loss or damage.

Upon the loan of technology equipment, parents or guardians sign a Student Technology Loan Agreement which establishes financial responsibility for damage or non-return of the equipment; the agreement also stipulates the period of loan and information on expectations for use and care.

Definitions

Loss: any non-return of loaned equipment including loss or theft.

Damage: intentional, neglectful, or accidental harm caused to the equipment.

Processes and Procedures

Cases of Loss or Damage:

- Loss or damage of equipment must be reported to the Charter School Administrator the next school day.
- Loss of equipment: requires payment of the replacement cost (indicated on the Student Technology Loan Agreement).
- Damage of equipment: requires payment of the repair cost not to exceed the replacement cost.
- The Charter School Administrator will review the details of the case, complete the report on page 3, and generate a letter with the payment due.
- Once payment in full is received, the Charter School may provide an additional loan of equipment for first incidents of loss or damage. Additional equipment will not be loaned after a second incident of loss or damage.
- Students without technology loans may utilize technology at the school facility under staff supervision as long as both the building is open and the student is able to pass the wellness screening; students unable to use technology at the school site will be provided with equivalent text-based educational materials.

Cases of Malfunctioning Equipment:

- Malfunctioning equipment due to manufacturing defect or school installed software failure will be repaired at no cost and a replacement unit may be provided during the period of repair. Equipment will be inspected by the Charter School’s technology support personnel to verify malfunction is not due to damage.

If there are disputes about the processes or procedures contained within this policy, all parties are directed to follow Policy 7010-Dispute Resolution Policy which is located on the Charter School’s website.

Reference Documents

<i>Title</i>	<i>Description</i>
Policy 3005	Computer Technology Acceptable Use Agreement and Policy defines appropriate use for technology for educational purposes. The Agreement notes the student is subject to disciplinary actions and may include a loss of technology privileges. This document also outlines the parent or guardian of a minor is financially responsible. Voluntary work in lieu of payment may be provided.
Student Handbook	Student Handbooks include details about the safe return of all materials and that financial responsibility is assigned to the parent or guardian.
Student Technology Loan Agreement	Parents or guardians agree to accept financial responsibility, comply with the Computer Technology Acceptable Use Agreement and Policy, and use the equipment only for student learning; replacement costs are indicated on this form.
Policy 7010	The Dispute Resolution Policy provides a process for resolving complaints about school personnel, programs or processes.

Loaned Equipment Loss or Damage Report

Student	
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Description of Loaned Equipment

Incident Details

Picture Evidence (if applicable)

Assigned Cost	
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Site Administrator Name	Signature

Payment Details		
Date	Amount	Received by: