1:1 Technology Device – Lost or Damaged Device Notification

Dear Parent/Guardian:

Unfortunately, your child's 1:1 device has been lost or damaged. As explained and outlined in the attached Lowville Academy Acceptable Use Agreement for Technology Resources letter signed by you and your child:

- *Students who are allowed to bring their Chromebook home will be issued a charger with their Chromebook and must ensure devices are brought to school each day charged and ready for use.*
- *If a device, which includes the charger, is lost, stolen, or broken/damaged, then a student will be issued a 2nd device for use while the repair is being made. However, the student could be charged the repair or replacement cost of the device for each incident. These costs could range from $10-20 for minor repairs to $320 for full replacement if the damage is intentional or determined to be as a result of negligence. If a unique situation resulted in the lost, stolen or broken/damaged device, the District has the right to modify this policy after a review of the incident.*
- *Intentional or blatant damage and misuse of a device will be addressed differently.*

Through our investigation of this matter, it has been determined that the damage to your child's Chromebook resulted from:

☐ Intentional/Blatant Damage   ☐ Lost Chromebook/Charger

A brief description of the damage, our findings, and the repair needed is below:

Therefore, at this time the District is owed $_____ for the repair or replacement of the Chromebook that was issued to your child. Cash or a check payable to Lowville Academy Central Schools should be submitted. If this required payment will be an economic hardship, please contact me directly about establishing a payment plan or making other arrangements.

Please contact me at 315-376-9000 with any questions or concerns.

Sincerely,

Mrs. Rebecca Dunckel-King   Mr. Jim LaVere
Superintendent of Schools   Director of Information Technology

As acknowledgement of this communication please sign and return one of the two copies of this letter.

_____
Print Student Name   Signature   Grade   Date

_____
Print Parent Name   Signature   Date