



# WASHINGTON LATIN

Public Charter Schools

## Technology Replacement Policy, Process & Payment

### Washington Latin issues each student a Chromebook (a basic laptop) for school-related use (classwork and homework).

We want all students to be able to fully access the Latin education and the online tools that we use. In return, we need our students to treat these devices with care, both on- and off-campus, so that they can continue learning and our technology investment can last as long as possible.

That said, we know that things happen, including both defective technology and device damage caused by accidents, mishaps, and other real-life moments. When Chromebook damage or loss occurs, we aim to address the issue quickly, so that students can continue learning without interruption. Students and their parents/guardians should let us know *whenever* there is a problem to quickly resolve it.

### Washington Latin Technology Replacement Procedures

If a student's Chromebook is damaged or missing:

1. Washington Latin immediately provides the student a pre-owned loaner Chromebook.
2. We begin a search right away, if missing, generally waiting 72 hours before declaring the item lost.
3. We assess damage or malfunction to determine if it is repairable.
4. If determined to be irreparable or lost, the Tech Office sends an email to the family with a choice:
  - Pay for a pre-owned (not new) device - \$100
  - Pay for a brand-new device - \$300
  - Families who qualify for Free and Reduced Meals are offered a reduced price.

If a student's Chromebook charger is left at home OR damaged or missing:

1. If the student leaves the charger at home, there are loaners available in each classroom to use during that particular class (not to take home).
2. If the student's charger is lost or not working, a new one can be purchased through the school for \$20. The student speaks to the Tech Office for this information, or parents can send an email to their campus support desk (2<sup>nd</sup> Street @ [techsupport@latinpcs.org](mailto:techsupport@latinpcs.org); Cooper [clyon@latinpcs.org](mailto:clyon@latinpcs.org)).

We will provide a replacement device once payment has been made. Replacement device will not be issued until payment has been collected. Fee can be waived if a police report can be presented to in the case of theft.