Dear Parents and Guardians:

Welcome back as we look forward to an outstanding school year. Henrico County will continue with the one to one laptop initiative. We hope that students handle their laptops with great care however; there are consequences for damage, loss and/or inappropriate use of their computers. These consequences are highlighted below:

<u>Lost or Stolen Laptop</u>

- First Incident:
    - $50 fee and a letter to parent/guardian.
- Second Incident:
    - $100 fee for laptop replacement and a meeting with an administrator and the parent/guardian and student.
- Subsequent Incidents:
    - $100 fee for laptop replacement and a meeting with an administrator and the parent/guardian and student.
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<u>Lost, Stolen or Damaged charger</u>

- First Incident:
    - Students should report a lost/stolen/damaged charger to the Help Desk. Parent/guardian will be notified and a $25 replacement fee will be required.
- Second or Subsequent Incidents:
    - Students should report a lost/stolen/damaged charger to the Help Desk. Parent/guardian will be notified and a $50 replacement fee will be required.

Parents and guardians, we need your help too. Please remind your students that:
- Laptops are an instructional tool to be used in school for educational purposes only.
- Students should protect their computers from rough handling, liquid spills or extreme temperatures such as being left in a hot/cold vehicle for extended periods.
- Students are not to remove any tags from the laptop or charger.
- Students should notify the Help Desk or their administrator of a lost/stolen laptop or charger immediately.

All instances of intentional damage/vandalism will be handled as a school disciplinary matter. The vandalism policy can be referenced in the Student Code of Conduct under *Secondary Code Violations, Section 11*.

Thank you for your assistance as we strive to keep the laptop computers working properly and in the hands of students. Please sign and return this form by …………….

Sincerely,

_____   _____
Student Name (printed)   Grade

_____   _____
Student Signature   Parent Signature