



WEST PLATTE SCHOOL DISTRICT

"Preserving the Past, Building the Future"

Student Responsibilities and Technology Fees

In order to ensure all students have access to a functional and working device, we have developed a system in order to track lost or damaged devices (laptops and chargers) that come into the Technology Department. The following guidelines have been implemented to not only encourage student responsibility, but also to reduce the number of lost devices.

If Lost (Charger)

- Bring your device to the Technology Office for charging in the first 24 hours
- A letter will be sent home informing parents of a \$15 replacement fee
- Student will be issued a new charger after 24 hours and a fee assessed to PowerSchool account

If Stolen (Charger)

- After notifying the Technology Office of stolen charger, you will be provided the serial number, model, etc. required for the police report. The report form can be found on the Weston Police Department's website at <http://www.westonmo.us/Police/page10.htm>. If stolen outside city limits, parent/student must instead contact the Platte County Sheriff's office at 816-858-5848 and fill out the appropriate forms.
- Bring your device to the Technology Office for charging until police report is filed
- Once a copy of report is received by school, student will be issued a new charger with no fee assessed

If Damaged (Charger)

- *If Hardware Issue* – Student will be issued a new charger right away with no fee assessed
- *If Accidental Damage*
 - *If First Incident* – Student will be issued a new charger right away with no fee assessed
 - *If Second Incident*
 - A letter will be sent home informing parents of a \$10 fee
 - Student will be issued a new charger right away and a fee assessed to PowerSchool account
 - *If Third Incident*
 - A letter will be sent home informing parents of a \$15 fee
 - Student will be issued a new charger after 24 hours and a fee assessed to PowerSchool account
 - Bring device to Technology Office for charging during first 24 hours

If Lost (Device)

- Come to Technology Office for a one-day loaner
- Parents will be called informing them of a \$350 replacement fee
- If a loaner device is lost, a fee of \$175 will be charged
- Student will be issued a new device after 24 hours and a fee assessed to PowerSchool account

If Stolen (Device)

- After notifying the Technology Office of stolen device, you will be provided the serial number, model, etc. required for the police report. The report form can be found on the Weston Police Department's website at <http://www.westonmo.us/Police/page10.htm>. If stolen outside city limits, parent/student must instead contact the Platte County Sherriff's office at 816-858-5848 and fill out the appropriate forms.
- Come to Technology Office for a one-day loaner (up to five days)
- Once a copy is received by school, student will be issued a new device with no fee assessed

If Damaged (Device)

- *If Hardware Issue* – Student will be issued a new device right away with no fee assessed
- *If Accidental Damage*
 - *If First Incident* – Student will be issued a new device right away with no fee assessed
 - *If Second Incident*
 - Come to Technology Office for a one-day loaner
 - A letter will be sent home informing parents of the following fees:
 - Screen - \$30
 - Other Damage - \$30
 - Student will be issued a new device after 24 hours and a fee assessed to PowerSchool account
 - *If Third Incident*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$45
 - Other Damage - \$45
 - Student will be issued a new device after 24 hours and a fee assessed to PowerSchool account
 - *Fourth Incident and Above*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$75
 - Other Damage - \$75
 - Student will be issued a device after 24 hours and a fee assessed to PowerSchool account
- *If Intentional Damage*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$75
 - Other Damage - \$75
 - Student will be issued a new device after 24 hours and a fee assessed to PowerSchool account

If a student has forgotten their laptop or charger, they may come to the Technology Office for a one-day loaner (laptop), or leave their device in the Technology Office for charging.