



## **Cornerstone Academy, End of Year, Laptop Check in Policy**

During the last full week of school, Cornerstone students are required to check in their school issued laptop bag, laptop charger, and laptop. During the summer, the laptops will be updated and cleaned up. Laptops have been issued to students according to serial and inventory numbers.

During the check in, laptops are inspected for damage and missing hardware. If needed, repairs are done over summer in time for returning students in the fall.

Last fall, no student received a laptop with any damage (unless noted during a previous end-of-year check in (i.e., sixth or seventh grade returning student)). Any damage to a laptop was the result and/or responsibility of the student.

When checking in laptops, the IT department will inspect laptops and determine repair or replacement costs. All previous “temporary” fixes will be removed and assessed during the inspection.

For graduating eighth graders, if the condition of the laptop is deemed non-reusable for a new student entering in the fall, a decommission fee will be charged to cover the replacement of the laptop. If the laptop is repairable the student will be charged accordingly to each device.

The following cost may be levied upon a laptop:

Laptop bag damage/replacement \$15

Battery damage/replacement \$20

Keyboard damage/replacement \$30

Display screen damage/replacement \$50

Laptop body or palm rest damage/replacement/decommission \$150

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