



BALDWIN COUNTY PUBLIC SCHOOLS
Building Excellence
Business and Finance Division

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TO: All Principals

FROM: John Wilson, Director of Business and Finance

CC: All Bookkeepers
Assistant Principals
Eddie Tyler, Superintendent
Marty McRae, Assistant Superintendent
Hope Zeanah, Assistant Superintendent
Homer Coffman, Chief Technology Officer

DATE: November 9, 2020

RE: Lost or Damaged Chromebooks – GL Code

Accidental Damages

- If a student's Chromebook or power adapter needs repair and the damage was accidental, there is no charge to the student for the repair.

Intentional/Malicious Damages

- If a student's Chromebook or power adapter needs repair, and the damage is determined by the Principal to have been intentional or malicious, the Help Desk will open a ticket requesting the repair, and issue the student a replacement device. The student/parent will then be issued a repair bill based on the actual cost of repair.

Lost Chromebook or Power Adapter

- The student should be issued a bill for \$300 (*Note: this includes the price of power adapter) and issued a new Chromebook. If the lost Chromebook is found, then the bill can be forgiven.
- If a student reports a Power Adapter as lost or stolen, the student should be issued a bill for \$20.00. If the lost Power Adapter is later found, then the bill can be forgiven.

Stolen Chromebook

- If a student reports a Chromebook as stolen, the Help Desk should open a ticket reporting the unit as stolen. A copy of the Police Report should be attached to the SchoolDude ticket. The Chromebook will be "disabled" remotely. The student should be issued a new Chromebook. If the stolen Chromebook is recovered later, it can be easily re-enabled and added back into

Chromebook Assessed Fees - Damages/Replacement Cost

GL Code: 2230 12-4-7260-000-CCtr-7101-0-0000-0000 – Replacement & Damages

- Lost Chromebook - \$300.00 (*Note: this includes the price of power adapter)
- Lost Power Adapter - \$ 20.00
- Damaged Screen - \$100.00
- Replaced Keyboard Assembly - \$100.00 (Where two or more keys are missing, or touchpad broken.)
- Replaced Outer Shell - \$50.00 (Top and/or bottom.)
- Assessed Damages – Cost to be assessed on site due to severity of damage.

The above category and list of items should be added to the eSchool webpage for each applicable school. All fees collected should be posted to **activity #2230**. Please contact a member of the Local School Accounting Staff if assistance is needed in adding these items your eSchool webpage.