

# Hardware Replacement Procedures

Advantage Academy will provide students with electronic equipment for learning. The following steps have been approved for use when damage or other mishaps happen.

## Equipment Loss or Damage:

When student equipment is lost/damaged, the campus Instructional Materials personnel shall:

- Contact the parents and obtain the narrative for how the equipment was lost/damaged (this information is necessary for insurance purposes)
- Complete the lost/Damage Report
- Set the equipment aside with the report for the District IM Manager

Once the IM Manager and the IT Director have the required information, a replacement device will be issued to the student with approval from the Operations Officer.

## Replacement Instances:

*First Instance:* Once the Damage Report and the hardware have been turned in, the student will receive a replacement device with approval.

*Second Instance:* Once the Damage Report and the hardware have been turned in, the student will receive a replacement device. However, if the damage is deemed intentional and not accidental, the parent will have to pay for the repairs or replacement of the device.

*Third Instance:* Once the Damage Report and the hardware have been turned in, the parent will have to pay for the repairs to the device (or for the device replacement if the damage is extensive) before the student may receive a replacement device.

Students who do not receive a replacement device because of refusal of parents to pay for repairs will be required to attend school in person for further educational instruction.

## Theft:

If the device is stolen, Advantage Academy must have a police report before the school can initiate a replacement, along with the required Damage Report. Once the police report and the Damage Report have been submitted, a replacement device will be issued to the student with approval from the Operations Officer.