

# Protocol For Reporting A Damaged Chromebook

## Damage To Chromebook Is First Noticed.

1. Teacher conducts a brief investigation to acquire more information (It is imperative to get student names)
2. Teacher sends an email to K. Sheaffer, J. Torres, and E. Garza informing them of the damage and all information acquired (including student names)
3. The chromebook will be sent to K. Sheaffer to assess the damage



## Finding Out Who's Responsible

1. J. Torres will use the information sent, by the teacher, to further investigate the incident
2. J. Torres will issue consequences according to the WIS Agenda and inform parents of the incident and there will be a cost, to repair the damages, to follow



## Billing For Damages

1. K. Sheaffer will inform E. Garza, J. Torres and L. Torres of the cost to repair the damages (whether covered or not covered under warranty)
2. J. Torres will inform parents of the cost to repair the damages
3. L. Torres will issue the appropriate charge to the student's account.