

**Grand Forks Public Schools**  
**Device Incident Report**  
*(Revised 9-1-18)*  
*Middle and High School*

All device incidents must be reported using this form.

Please provide a detailed description of the incident.

1. Student will complete incident report and drop off the Chromebook in the library
2. The Library Media Specialist or Library Para will put Chromebook and incident report in designated spot

<b>Student:</b>	<b>Date:</b>
<b>Teacher:</b>	<b>School:</b>
<b>Grade:</b>	<b>Team:</b>
<b>Room:</b>	<b>GFPS Tag#:</b>
<b>Description of Incident:</b>	

**Signatures:**

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Library Media Specialist or Paraprofessional

\_\_\_\_\_

Date

\_\_\_\_\_

Director of Technology

\_\_\_\_\_

Date

**Technology Department Process**

3. The student will be allowed to use a spare device provided in the classroom. The device will not go home.
4. Technician assesses the damage and submits form to Joel.
5. Mary will send a letter to parent (Cc partner, secretary, principal)
6. School office will collect money, deposit money, and notify Mary damaged fee has been paid
7. Repaired device (if feasible) will be returned or a replacement will be issued to student

**Technician Description of Affected Technology and Associated Cost:**

- |  |  |
|--|--|
| <input type="checkbox"/> Keyboard/middle housing \$35-\$77 | <input type="checkbox"/> Hinge (each) \$5-\$15       |
| <input type="checkbox"/> Power adapter \$20-\$25           | <input type="checkbox"/> Hinge cover (each) \$1-\$15 |
| <input type="checkbox"/> Trackpad \$25-\$88                | <input type="checkbox"/> Display \$40-\$60           |
| <input type="checkbox"/> Hard disk drive \$40-\$55         | <input type="checkbox"/> System board \$60-\$125     |
| <input type="checkbox"/> Top case \$15-\$49                | <input type="checkbox"/> Daughter board \$40-\$60    |
| <input type="checkbox"/> Middle case//palm rest \$25-\$45  | <input type="checkbox"/> Power in port \$5-\$10      |
| <input type="checkbox"/> Bottom case \$15-\$45             | <input type="checkbox"/> Battery \$20-\$70           |
| <input type="checkbox"/> Display bezel \$20-\$30           | <input type="checkbox"/> Replacement \$200           |
- (intentional or severely damaged, lost, stolen)

Technician \_\_\_\_\_

Sent in for warranty repair      Date \_\_\_\_\_

Not student induced (no letter mailed to parent)

Device Protection Plan (no letter mailed to parent)

Damage Payment Received

\_\_\_\_\_ Date