

DEVICE REPLACEMENT POLICY

- Students or caregivers will report any technology related need to the school at 216-838-7250 or the CMSD HelpDesk at 216-838-0440 immediately.
- Requested technology will be withheld until any repair or recirculation cost is submitted, which may impact enrollment at the Remote School K8.

REQUEST REPLACEMENT DEVICE HERE



1ST REPLACEMENT:

- WHEN A STUDENT REQUIRES A DEVICE REPLACEMENT FOR THE FIRST TIME, THE REPLACEMENT WILL BE PROVIDED AUTOMATICALLY WITHOUT ANY ADDITIONAL STEPS.

2ND REPLACEMENT:

- STEP 1: THE STUDENT AND THEIR PARENTS/GUARDIANS MUST COME TO THE SCHOOL.
 - STEP 2: THEY WILL WATCH A VIDEO ON HOW TO PROPERLY CARE FOR THE DEVICE.
- STEP 3: AFTER WATCHING THE VIDEO, THEY MUST SIGN A CONTRACT ACKNOWLEDGING THE IMPORTANCE OF DEVICE CARE AND AGREEING TO FOLLOW THE GUIDELINES AND WILL BE HELD FINANCIALLY ACCOUNTABLE AT A MINIMUM COST OF \$25.

3RD REPLACEMENT:

- STEP 1: THE STUDENT AND THEIR PARENTS/GUARDIANS MUST SCHEDULE A MEETING WITH THE ASSISTANT PRINCIPAL AND PRINCIPAL.
- STEP 2: DURING THE MEETING, THEY WILL DISCUSS THE REPEATED ISSUES WITH DEVICE CARE.
 - STEP 3: THE FAMILY AND ADMINISTRATION WILL EXPLORE SOLUTIONS TO PREVENT FURTHER INCIDENTS, TO INCLUDE ADDITIONAL TRAINING, A REVIEW OF RESPONSIBILITIES, AND FULL REPLACEMENT FEES.