



INFORMATION SERVICES
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Reimbursement for lost/damaged issued devices

Arlington Public Schools (APS) loans digital devices to students in grades 3-12 as a tool for learning. These devices are the property of APS, and students are responsible for keeping their devices in good working order.

Students who receive APS devices are provided examples and guidelines to help them learn the proper use and care of their equipment. These guidelines are available in the Digital Learning section of the [APS Handbook](#), found at <https://www.apsva.us/publications/>, which each family received with the first day packets.

As part of the FY19 budget process, the school board instructed staff to begin seeking reimbursement from families for the costs to repair devices issued to students. The purpose of the change was to reduce the number of devices being damaged or lost. Given the frequency of recurring device replacement or repair requests by some users, APS staff and administrators had also expressed the need for an enforcement mechanism to prevent recurring losses or damage due to negligence.

This requirement brings the student device process in line with similar processes in place for library books, textbooks and other instructional materials for which APS seeks reimbursement if the items are damaged or not returned. Approximately 3% of the devices are lost/stolen or damaged each year, the most common occurrence is a lost charger.

Staff incorporated this change into **Policy I-9.2.5.1 Electronic Technologies Acceptable Use**, which was revised through a process involving input from staff, families and the community. The proposed revised policy was adopted by the board in the spring of 2018. The policy applies across the division beginning with FY19 (the 2018-19 school year).

According to the policy, APS seeks reimbursement for loss/damage as a result of 'negligent or willful acts.' APS does not seek reimbursement if the student followed the guidelines for care of the device. School administrators assess each situation to determine if the damage was accidental (no reimbursement sought), negligent or willful. This is done as part of their standard fact-finding process whenever APS property is lost or damaged.

This change was communicated to families and students at the start of the new school year. The charge for repairs/replacement are the contracted charges APS pays to have the repairs performed or to purchase a replacement device. The charge list has been published on the Digital Learning page on the APS website. <http://www.apsva.us/digital-learning>.

The amount collected may be adjusted based on the family's ability to pay in accordance with School Board Policy J-14: Student Fees, Fines and Charges. APS is self-insured. The self-insurance covers the costs to repair accidental damage and situations where the families are unable to pay the full cost of the repair.

