

# Laptop Incentive/Care Program Overview

## **OBJECTIVE**

To reward students with incentives for the appropriate use and care of Henrico County Public School issued laptops.

## **PROGRAM DETAILS**

Hold students accountable and responsible for upkeep of equipment issued to them in the following ways:

- Students will pay a yearly \$50 Laptop User Fee.
- Rising grade level students will receive the same laptop each year.
- Loaners will be provided to each school at a rate of 5% of the student enrollment.
- Student issued laptops and AC adapters will be checked each month to verify ownership and physical condition.
- Having laptop in class should be reflected in class preparedness/participation grade.
- **When a fee is assessed for replacement of equipment, the fee must be paid in full before the replacement will be issued.**

Rewards for appropriate use and care: (Details to be developed by each school and each school will be required to submit their incentive plan.)

- Points
- School Bucks
- Chips
- Gift Cards
- Screen Savers
- Limo Rides

Consequences for inappropriate use and carelessness:

- **First** incident
  - No fee for unintentional damage to laptop and letter to parents.
  - No fee for AC adapter replacement and parents contacted (phone contact acceptable).
- **Second** incident:
  - \$25 repair fee for accidental damage to laptop and letter to parents.
  - \$100 fee for laptop replacement for stolen or non repairable laptop and a parent/guardian meeting with principal required.
  - \$20 fee for lost, stolen or damaged AC adapter/battery replacement and letter to parents.
- **Subsequent** incidents
  - \$25 repair fee for accidental damage to laptop and a parent/guardian meeting with principal.
  - \$100 fee for laptop replacement for stolen or non repairable laptop and a parent/guardian meeting with principal required.
  - \$20 fee for lost, stolen or damaged AC adapter/battery and letter to parents.

## **PLAN REQUIREMENTS**

- School Administration will maintain student rewards via an electronic tracking system.

## **INCENTIVE PROGRAM COMMUNICATIONS**

- HCPS Link
- ConnectEd
- Faculty Meetings
- School Announcements