

November 9, 2011

Dear Parents and Guardians:

We have had a wonderful start for the 2011-2012 school year. We are working hard each day to establish a comfortable, safe, and nurturing environment where students can excel academically.

Currently Henrico County Public Schools is developing an opportunity for students to be rewarded for responsibility and accountability with their laptops, however, there are consequences for inappropriate use of their computers.

The Consequences are highlighted below:

- First Incident
  - No fee for lost/stolen or 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.

For any additional information please visit our HCPS website at [www.henrico.k12.va.us/pdf/technology/LaptopIncentiveProgram.pdf](http://www.henrico.k12.va.us/pdf/technology/LaptopIncentiveProgram.pdf)

Parents and guardians, we need your help too. Please remind your students of the following:

- Laptops are an instructional tool to be used in school for educational purposes only. Students should not be listening to music, or playing games.
- Students should always carry their computers in a padded case to protect them.
- Students are not to remove their nametags from the laptop or charger.

Please sign and return this form to your first period teacher by Friday, November 18, 2011.

Sincerely,  
Arthur G. Raymond, III  
Principal

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Student Signature

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Parent Signature