**Fillmore CSD Procedures for Damaged Laptops Requiring Repair**

As part of the warranty coverage on the Erie 1/FCS Dell laptops, laptops can only be repaired once a year at no additional cost. Therefore, the following practice will be put in place:

* **1st damaged laptop** – student is sent to the Media Center to get a temporary laptop while the broken laptop is being fixed under warranty. The student will be notified when his/her laptop is repaired, at which time the student will return the temporary laptop back to the Tech Office.
* **2nd damage to the original laptop** – student will pick up a refurbished loaner laptop from the Tech Office, and the parent/guardian will be notified. The damaged laptop will be shelved for a year awaiting a valid warranty.
* **3rd time damaging a laptop** – student will pick up a refurbished loaner laptop from the Tech Office, parents/guardians will be notified, and compensation for repair of the refurbished laptop will be arranged.