

LUMBERTON TOWNSHIP SCHOOL DISTRICT
30 Dimsdale Drive
Lumberton, NJ 08048

Mark Leung
Director of Educational Technology

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Dear parent/guardian(s) of 7th grade student,

You are receiving the accompanying Chromebook Damage or Technical Issue Report to complete because your son/daughter brought their Chromebook to the library with an issue that could not be immediately fixed. If this is a damage report, please note that since the 7th grade Chromebooks do not leave the building, these devices are covered by the district insurance. There will be no out of pocket expense to you unless we find that the damage was due to intentional abuse.

At this time, your son/daughter's district assigned Chromebook has been given to the Technology Department for assessment of damage or technical issue. **In the meantime, your son/daughter has been assigned a loaner Chromebook to use on a daily basis until the device has been repaired to its full, normal operating functionality.** The repair process can take up to 4-6 weeks.

If this is a damage report, Ms. Morley, the Assistant Principal, will investigate the circumstances surrounding the event and determine if discipline is necessary. This discipline may include the temporary loss of Chromebook use and in that case a loaner Chromebook will not be issued. In these circumstances, Ms. Morley will reach out to you and communicate the situation and implications.

Thank you for completing the Chromebook Damage or Technical Issue Report and turning it back into Mrs. Bittle in the Media Center.

Sincerely,

Mark Leung
Director of Educational Technology
Lumberton School District