BCHS Pirates are responsible to use devices only for the intended purpose and to care for devices in such a way as to avoid loss or damage. Please see [Student Code of Conduct](https://www.pcsb.org/Code)applicable rules regarding treatment of school property and the [Network/Internet Acceptable Use Agreement](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-2695.pdf)form regarding appropriate use of the device.

In order for Pirates to obtain a device, parents will need to sign a *Parent (Guardian)/Student Technology Equipment Receipt and Responsibility* form [PCS Form 2-3184](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-3184.pdf) stating that parents/students are responsible for equipment that is lost, stolen, damaged or seized while in their possession.

The following BCHS procedures will be followed in the event that a device is lost or damaged:

1. The student shall report the lost/damaged device to the LMT or Library Media Specialist located in the media center.
2. Parents will need to complete the lost/damage PCS form. [PCS Form 2-3184](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-3184.pdf).
3. First time offenders –
   1. Students will be informed of replacement cost or repair cost.
   2. Students will meet with the bookkeeper to pay in full or to initiate a payment plan for costs.
   3. Students will submit [PCS Form 2-3184](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-3184.pdf) with parent signature on it before checking out another device.
4. Second time offenders –
   1. LMT will notify the assistant principal of 2nd offense. The assistant principal will schedule a conference to meet with parents.
   2. Parents will be informed of replacement cost or repair cost.
   3. Parents will meet with the bookkeeper to pay in full or to initiate a payment plan for costs.
   4. Assistant principal will then give an authorization for the LMT to check-out another device to the student.
   5. Parents will submit [PCS Form 2-3184](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-3184.pdf) with parent signature on it before checking out another device for their student.

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BCHS Lost/Damage Device

Student/Parent Procedures

I have read the BCHS Lost/Damage Device Student/Parent Procedures. I understand a copy of the procedures can also be found on the BCHS website.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_