

Help! I lost my laptop...

On Campus:

- Student reports to the LRC to fill out the Missing Laptop Form.
- The LRC will notify the relevant Principal and the student's parents that the laptop is missing and include this checklist.
- The Principal will investigate. He may view the video himself or refer to Security. He may direct the student to check in classrooms, in MS and HS offices and lost & found in the Atrium. The Principal and/or Security will document the steps taken and the results, and update the student, the parents, and the LRC.
- If the student finds the laptop, he must notify the LRC or his Principal immediately. LRC staff or the Principal will update the documentation.

On Campus – 72 hours:

- If the missing laptop is not found within 72 hours, the Principal will meet with the Director of Technology and the student's parents to discuss the steps to replace the laptop (see Replacement Laptop below).
- The Director of Technology will update the documentation and notify the Business Office of the details of the laptop replacement.

Off Campus:

- If the laptop is known to be stolen or lost, parents must schedule an Incident Report with Creve Coeur police. The LRC will provide Model #, Serial # and value of the laptop.
- Once Creve Coeur police have assigned an Incident Report #, the Principal will meet with the Director of Technology and the student's parents to discuss the steps to replace the laptop (see Replacement Laptop below).
- The Director of Technology will update the documentation and notify the Business Office of the details of the laptop replacement.

Replacement Laptop:

- The Business Office will exercise the lease buyout for the missing laptop, and pro-rate the fee for the replacement laptop based on the months left in the school year.
- Parents will be billed accordingly, and the family will not get the option to purchase the replacement laptop.

IMPORTANT: If the missing laptop is found after a replacement is issued, student must return both laptops immediately to the LRC. Stolen laptops that have been recovered must be reported to Creve Coeur police.