

# Chromebook Incident Report Form

This report must be completed as soon as possible after the event and then given to the ICT Co-ordinator.

## Details of Incident

Student Name: ..... Incident Date:...../...../.....

Date reported:...../...../.....

Incident Time.....: .....

Name of Person Incident Reported to: .....

Where incident occurred:      School       Home       Public Place

**Nature of Incident**    Accidental Damage     Intentional Damage     Theft     Loss

Broken Screen     Case Broken     Top Deck Broken     Power Supply Faulty/Not Working

Keyboard Broken     Top Deck (Keyboard) Broken     Other: (please specify .....

**Estimated Cost of Repair:** \$\_\_\_.\_\_

Cost will be met by:      School     \_\_\_% of total cost of repair

Family     \_\_\_% of total cost of repair

**Total cost to Family**                                  \$\_\_\_.\_\_  
(Please pay at the finance office near reception)

Please provide a brief description of how the damage occurred: .....

.....

.....

Was Chromebook in the the bag provided?  Yes       No

How can this incident be avoided in the future?

.....

Date form completed: ...../...../.....      Parents Contacted ..... by .....

Student Signature: .....      Parent/Guardian Signature: .....

If you wish to discuss the matter further please contact Ms Mandeep Kaur (ICT Co-ordinator) on Tel: 8258 9855

For PGHS use ONLY	
Outcome: Accidental Damage <input type="checkbox"/> Intentional Damage <input type="checkbox"/> Theft <input type="checkbox"/> Police Report #.....	Date:...../...../.....
Signature: ..... Principal: Mr Martin Lippett	Signature: ..... ICT Co-ordinator: Ms Mandeep Kaur