

TECHNOLOGY FEE PROCESSES

District Expectations:

- The Tech Fee is \$50. The full amount is expected to be paid UNLESS the parent requests a fee reduction.
- The following must happen before a laptop can be issued:
 - Signed Usage Agreement must be returned
 - Watch the acceptable usage video???
 - Full or partial payment of fee (\$50)
 - If requesting a fee reduction, parent must submit proof that the student is on free or reduced meals. Acceptable evidence of free/reduced meal status is a letter from Child Nutrition or Social Services.
 - The reduced fee options are:
 - Free meals - \$25
 - Reduced meals - \$40
 - Payments must be made in half or whole increments.
 - There is no waiver option.
- Each school will post on their website the option for parents to make payments online (only the full payment amount of \$50 is required to be posted online)
- Payment in full is expected by the end of September.
 - It is up to each school to monitor the payment status and to take appropriate action to secure the amount owed.

Timeline for deployment:

First week of August: all computers will be imaged and returned to schools

Before the start of school: schools will hold an open house at which time students/parents can pay various fees, watch the acceptable usage video (if applicable) and sign the Usage Agreement

- Schools can decide whether to distribute computers at Open House and/or during the first week of school

Students that withdraw or enroll during the year:

- There is no full/partial refund for withdrawing from the district.
- There is no discount for students that enroll during the school year.

COLLECTION PROCESS

A Google Drive spreadsheet will be used to track the status of collections. Finance will provide a template that each school can use.

It is recommended that a maximum of two employees be allowed to key data into the Google spreadsheet.

Each school will be required to submit to Finance the name of the individual that is the contact person for all things Tech/Damage Fee related. A Google form will be sent out requesting this information.

Bookkeepers should ensure that payments recorded on the spreadsheet reconcile to the payments recorded in School Funds.

Online payments:

- Bookkeepers record payment on the spreadsheet.
- Schools will need to determine a method for notifying the proper individual(s) that payment has been received in order to facilitate the distribution of the laptops

Payments collected during the school year:

- It is recommended that schools assign one individual to be responsible for collecting/receipting the money. This person could also be responsible for recording the payment on the spreadsheet.
 - Please ensure that there is a check and balance system in place. Payment should be made to one individual and then the student takes the receipt to another individual in order to be issued the computer.

Follow up with students that have made a partial payment:

- Schools should be communicating to parents about uncollected fees, at a minimum, when progress reports or report cards are issued.
 - Schools can decide what that communication method is (Connect Ed, letter, etc)
- Schools should be implementing consequences for those that have not paid 100% of the amount owed. An example of consequences is no parking pass, no prom, no field trips, etc.