

## MCPS-Issued Technology Equipment Replacement Process

Effective in the 2023-2024 school year, families will be financially responsible for damage to and loss of Montgomery County Public Schools (MCPS) issued technology equipment. Please be aware that malfunctioning equipment will continue to be replaced at no charge.

Fees range from \$25.00 for a replacement charger and go up to \$150 for chromebook replacement.

When a student reports their equipment as lost or damaged to Westland staff, the Finance Office will create an obligation on the student's School Cash Online record. SCO is the payment portal used for the majority of MCPS payments.

When the obligation is issued, the adult registered with SCO will get an email with a link to the student's record.

After paying, the adult should email the receipt to the student's mcpsmd.net email address so that the student can provide the receipt to the Media Center staff. (Reminder that students are not allowed to use phones during the school day.)

Please note that replacement equipment will not be new, but it will be in good working condition and suitable for student use. Students can check out a loaner from the Media Center – each day – until the new device is acquired.

In certain situations, a check will be accepted. The student would give the check to the Finance Office during their lunch period. The Finance Office would provide a printed receipt for the student to present to the Media Center.

Please contact the student's counselor if this process presents a financial hardship.

Caryn Fischer: Caryn\_Fischer@mcpsmd.org

Lauren Geissel: Lauren\_Geissel@mcpsmd.org

Ashley Harper: Ashley\_Harper@mcpsmd.org

Laura Williams: Laura.K.Williams@mcpsmd.net

For financial questions, please email Suzanne Marcou: Suzanne\_W\_Marcou@mcpsmd.org