

Getting the borrowed CUSD devices ready to return to Lincoln:



- Clean the laptop and hotspot. Use alcohol wipes or ammonia-free cleaner on a cloth and turn the laptop off while cleaning. Leave it open to allow time to air dry. Any crayon or marker ink should be cleaned off.
- Remove any personal stickers, personal photos, etc. from the laptop.
- Charge the laptop. It must be able to power on when returned.
- Return the laptop to school settings and backgrounds.
- Be sure to clean and return the power cord and hotspot box.

Please have laptop charged so it may be powered on during return. Please call 559-327-7200, if you have any questions.

Insurance cannot be purchased at this point. Insurance is only valid for one device and one use.

Costs for damages **without** insurance:

- Computer damage repair \$ 75
Includes multiple missing keys, broken/cracked screen, scrapes or damage that makes the laptop unusable until repaired.
- Destroyed, lost or stolen computer \$250
Includes damage of more than \$75 or more than the cost of a new laptop, or the laptop has multiple items damaged.
- Mousepad/Touchpad damaged \$30
- Lost, damaged or stolen hot spot \$80
- Lost, stolen or damaged laptop cord \$60
- Lost or damaged hotspot cord \$5



Fees for damage/lost/destroyed devices are paid online. To pay fees visit the link or scan the QR code:

<https://clovisusd.revtrak.net/district-office/technology/district-device-non-insured-fees/#/list>

NOTE: If you pay for fines prior to laptop return, keep your receipt to show during return process.