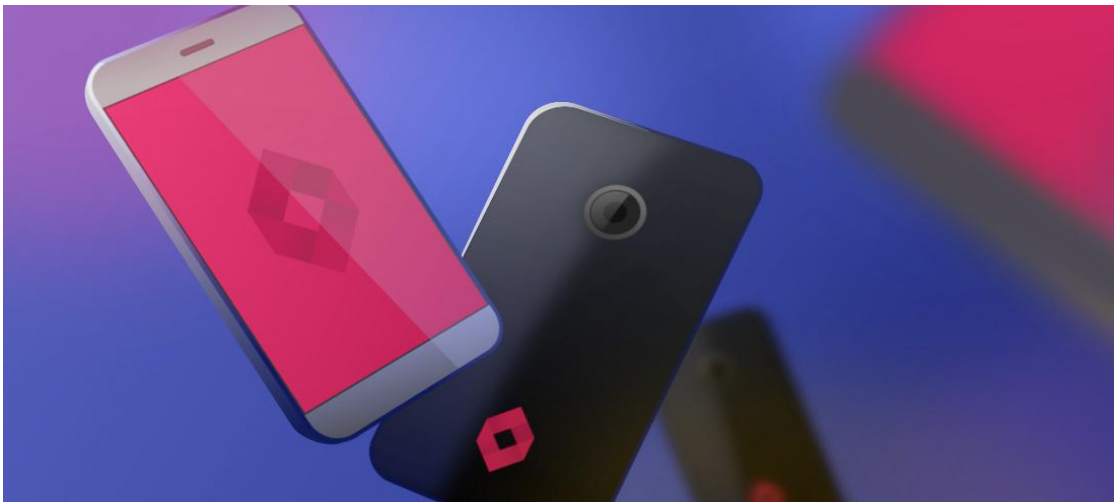


# Lost/Stolen iPad Procedures

February 24, 2021

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## What Happens When I Lose My iPad?

1. You must report the incident to the technology department when you are unable to find the iPad. (**Call #: 619-390-2600 x2677**)
2. After the incident is reported you have **30 days** to find the iPad.
3. If the iPad is not found then you will be held liable for the full cost of the iPad which is either **\$380.00(flappy case iPad) or \$425.00(keyboard case iPad)**. After payment is received you will receive an equivalent model type.
4. If the iPad is found, then you can call the phone number above and the technician will unlock the device and help you set it back up with a passcode depending on the grade your student is in.

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## What Happens When My iPad Is Stolen?

1. You must report the incident to the technology department when you know the iPad is stolen. **(Call #: 619-390-2600 x2677)**
2. You will have **24 hours** to report this incident to the authorities. **(Please note you must receive a proper case number from the report they finalize)**
3. After receiving the case number, please call the number above to report that the process has been finalized and to start the procurement process for the replacement iPad.

**\*All procedures and district policies are upheld per *BP 6161.2, Ed Code 48904.1 and Civil Code 1714.1\****

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