



**Dr. Mark Sullivan**  
Superintendent

**Jason Meadows**  
President  
District 9

**Mary Boehm**  
Vice President  
District 3

**Sherman Collins Jr.**  
District 1

**Neonta Williams**  
District 2

**Derrick Billups**  
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**Walter Wilson**  
District 7

**Sonja Q. Smith**  
District 8

**February 17, 2022**

Dear BCS Families,

Like many school districts in Alabama and across the country, Birmingham City Schools has provided scholars with electronic devices to help them continue learning during the COVID-19 pandemic. Unlike most other school districts, these devices have been provided at no cost to scholars or parents. Unfortunately, our district has experienced abnormal wear and tear, losses, and theft of devices. Since the beginning of the school year replacement or repairs have been needed on more than one-fourth, or 25% of our student-issued devices. This more than doubles the national average which is between 5.7% and 11.2%.

The cost of repairing devices for damage that exceeds normal wear and tear and replacing lost and stolen devices has been significant and is unsustainable. Therefore, we are implementing the following procedure starting today.

**STOLEN DEVICES**

Parents must provide a police report that indicates that the BCS electronic device was stolen. The police report and Form BCS\_IT-2202-01 (Affidavit of Lost/Stolen Device) must be submitted to the school's administration office that provided the device. After a device is reported as stolen, the scholar will be provided a new device within three weeks. If a replacement device is not available, the scholar will receive a loaner device until a replacement is purchased and received. School administrators will investigate devices reported as stolen at school. If the reported theft cannot be verified, the device will be considered lost, and the Lost Device procedure will apply.

**LOST DEVICES**

Whenever a BCS-issued electronic device is reported as lost, a parent or guardian must complete Form BCS\_IT-2202-01 (Affidavit of Lost/Stolen Device). Scholars who lose a school-issued electronic device will not be provided another device to take home. Instead, they will be provided with a device to check out daily and return at the end of the school day, if a device is available. If a scholar needs a device for a particular assignment that can only be completed at home, the parent will be required to come to the school, check out a device, and return it to school the next school day.



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### **SIGNIFICANT TO DAMAGED DEVICES**

Scholars who significantly damage a school-issued electronic device will not be provided another device to take home. Instead, they will be provided a device to check out daily and return at the end of the school day, if one is available. If a scholar needs a device for a particular assignment that can only be completed at home, the parent will be required to come to the school, check out a device, and return it to the school the next school day. Parents should also be aware that the willful damage of school property (e.g., mobile devices) may result in disciplinary action.

### **NORMAL WEAR & TEAR**

Devices damaged due to normal wear and tear will be repaired and returned to the scholar within seven (7) days of notification to the BCS Information Technology Department by the scholars' school. In addition, the scholar will be provided with a loaner device, if one is available, until their original is available.

The procedures as outlined are also applicable to device chargers. However, while the timeframes outlined in this procedure for the return and replacement of devices are strictly adhered to, factors outside our control could impact these timeframes.

Form BCS\_IT-2202-01 can be found at <https://www.bhamcityschools.org/Domain/4747>. If you have any questions or concerns about your scholars' device or this procedure, don't hesitate to contact me directly at [TechnologyOfficer@bhm.k12.al.us](mailto:TechnologyOfficer@bhm.k12.al.us) or (205) 231-4657.

Sincerely, Lorenzo C. Hines, Sr.  
Technology Officer Birmingham City Schools