Procedures for Damaged Devices

1. Introduction

This document outlines the procedures for handling damaged or missing devices within the district. Staff and student devices must be reported should they become damaged and/or unusable. The purpose of this document is to establish a clear and structured process for reporting, investigating, and addressing incidents of damaged or missing devices while emphasizing accountability and responsible device management.

2. Scope

This document applies to all staff and stakeholders responsible for the use and care of technology devices within the district.

3. Procedures for Damaged Devices

3.1 Reporting and Investigation

3.1 Incident Reporting

1. Incident Report Requirement:
   a. Teachers and/or staff must complete an incident report for each damaged or missing device. Please use the form for your building. These were sent through ParentSquare. Save the link!

2. Excessive Incident Reporting:
   a. If more than 5 incidents of damaged or missing devices are reported from a classroom within a fiscal year, it will trigger an investigation by the Information Technology (I.T.) Department and brought to the attention of the Principal.
   b. Disciplinary action will be taken if deemed necessary.

3.3 Excessive Damage and Budget Responsibility

3. Excessive Damage Classification:
   a. If the number of damaged or missing devices exceeds 5 in a fiscal year, it is classified as excessive damage.
   b. If a specific teacher continues to have excessive damage, reaching a total of 7 incidents after the initial report to the Principal, and if the Principal has had ample time (2 weeks) to address the issue without resolution:

- All additional repair costs will be charged directly to the school's budget.
- These charges will be deducted from the school's budget until the issue is resolved.

3.4 Disciplinary Action

4. Disciplinary Responsibility:
   a. The Information Technology Department will not handle disciplinary actions related to damaged or missing devices.
   b. Disciplinary measures are the responsibility of the Principal and their administration.
   c. Disciplinary action is expected to take place when 5 or more devices are reported as damaged or missing from the same classroom, and the issue persists.

3.5 Stolen Devices and Authorities

5. Stolen Devices Reporting:
   a. Any missing devices will be classified as stolen and must be reported to the authorities.
   b. Teachers, as responsible custodians of devices, must account for who they gave the devices to during the investigation if the devices are not returned.

 4. Reasons for Procedure

4.1. Accountability and Responsibility

1. Accountability: Implementing a structured reporting process ensures accountability for the condition and whereabouts of technology devices.

2. Responsibility Awareness: Requiring incident reports and tracking missing devices create awareness and responsibility among staff, encouraging better device management.

4.2. Budget Management and Efficiency

3. Cost Control: Charging repair costs to the school's budget promotes responsible device usage, ultimately controlling repair expenses.

4. Budget Efficiency: Linking excessive damage to budget deductions incentivizes timely resolution and efficient device management.

4.3. Disciplinary Process and Deterrence

5. Disciplinary Deterrence: Placing responsibility for disciplinary action with the principal and their administration deters misuse or mishandling of devices, fostering a culture of responsibility.

6. Proper Disciplinary Channel: Guiding disciplinary actions through appropriate channels ensures a fair and consistent approach, aligning with district policies.

4.4. Legal Compliance and Reporting

7. Legal Compliance: Reporting missing devices as stolen ensures compliance with legal obligations, providing a clear course of action in the event of theft.

8. Authorities' Involvement: Involving authorities for missing devices promotes legal resolution and helps recover stolen equipment, safeguarding district assets.

5. Conclusion

This document establishes a comprehensive procedure for handling damaged or missing devices, emphasizing accountability, responsible device management, budget efficiency, proper disciplinary action, and compliance with legal requirements. Adherence to this document ensures the effective management and security of district technology resources.