



# Pine Plains Central School District

## *Portable Technology - Damage*

### **INFORMATION:**

The Pine Plains Central School District has made arrangements with the portable computing device manufacturers in order to cover school issued student devices (e.g. tablets and laptops) in the event of accidental damage. This will cover a student's device for up to three (3) accidental circumstances during their tenure at the PPCSD (K-12). In like fashion, the coverage will extend to a student if he/she is responsible for accidental damage to another's device. After the 4th accident, an investigation may be held by School Administration in order to determine if the parents/guardians will be responsible to pay the repair or replacement costs for subsequent damage.

The Pine Plains Central School District will not cover damage that is determined to be the result of malicious use or treatment, fire, theft, or the outright loss of the device or its parts (e.g. the power cord, adapter, battery, stylus, etc.). In the event of theft or fire, a police or fire report must be submitted to the district office within three (3) business days of the event. Malicious damage (*defined as deliberate, willful destruction*) is not covered under any circumstance. If the device damage is determined to be malicious, parents/guardians will be responsible to pay for the repair of the device. If the device is lost or stolen, the parents/guardians will be responsible for the replacement cost for an equivalent device, to be determined at that time. In either case, the student will be provided with a loaner device for use in school, but the student will not be permitted to take it home.

### **REPORTING PROCEDURES:**

In the event of damage, students should take their device to the appropriate school (MS or HS) office and report the issue. The IT Department will then be contacted to assess the damage. If the damage is determined to be accidental:

1. A letter will be drafted to inform the Parent/Guardian, and the event will be logged.
2. The student will be provided another device to use and take home.

If the damage is determined by the IT Department not to be accidental, the Director of Instructional Technology will further evaluate/investigate the situation to determine the final outcome (either accidental or malicious). During the investigation, the student will be issued a loaner device for use in school, but will not be permitted to take the device home.

If the damage is concluded to be due to malice, the student will be referred to the building administration (for destruction of school property), parents/guardians will need to pay for the repair or replacement costs, and the student will be issued a loaner device for use in school. The student will not be permitted to take the device home for the remainder of that school year.

### **DETERMINING MALICE:**

The determination of malice will only be decided after an investigation of the situation has been concluded. Malicious damage may appear as excessive wear, or as purposeful defacement. Examples include, but are not limited to, writing on the device, scratches/etching on the screen or body, obvious signs of repeated and/or heavy impact, missing keys or buttons, broken ports, etc. The overall condition of the device may help to provide a context for the determination of malicious damage.