

**MOUNT OLIVE TOWNSHIP BOARD OF EDUCATION
District-Owned Electronic Device Protocol
for Damage, Theft or Loss**

10/7/14

The Mount Olive Township Board of Education has purchased electronic devices such as computers and tablets for the use of the students. The following requirements must be followed should the device given to a student be damaged, stolen or lost:

1. If damage, theft or loss of the electronic device occurs, the student must immediately notify administration;
2. If the device has any technical issues, the device must be brought to the administration so that Technology Support can be contacted'
3. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however any accidental or intentional damage to the device may incur a cost;
4. Fines will be imposed in accordance with the chart below or as circumstances may warrant at the discretion of administration;
5. After two incidents of accidental damage, the student may lose some privilege which may also result in disciplinary action;
6. All reports are to be investigated and addressed on a case-by-case basis.

ISSUE	ACTION(S)	COST
Accidental Damage (1 st Instance)	A report must be made immediately to Administration. The device must be turned in to an Administrator so that a new or spare device may be issued.	\$10 or no cost, dependent on investigation of cause
Accidental Damage (2 nd Instance)	A report must be made immediately to Administration. The device must be turned in to an Administrator so that a new or spare device may be issued. However, a spare device may not be issued for the 2 nd instance and the student may have to wait until the original device is returned from service.	\$20
Accidental Damage (3 rd Instance)	A report must be made immediately to Administration. The device must be turned in to an Administrator. No spare device will be issued. The student must wait until the original device is returned from service. The student may be referred to an Administrator and disciplinary action may be taken.	Minimum \$20 Maximum: full cost of the device
Intentional Damage	A report must be made immediately to Administration. The device must be returned to an Administrator. Deliberate damage is considered vandalism, and the student will be referred to the Assistant Principal's Office. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate as set forth in existing Board of Education policies.	High Level Fine: All costs associated with replacing or repairing the device.
Loss	A report must be made immediately to Administration.	Full cost of device

Theft	A report must be made immediately to Administration and a Police Report must be filed with the Mount Olive Township Police Department	No Cost
Powercord, extension cable, SIM Card, etc.	A report must be made immediately to Administration. The device must be returned to the instructor.	Maximum: \$15