

Habersham County School District

Employee Misuse/Damage Guidelines for Technology Equipment

Recognizing the responsibility of our school system to be good stewards of taxpayer-provided resources, the Habersham County School District will require employees to pay for damages or expenses related to equipment damage due to the following types of incidences:

1. Willful misuse or neglect, resulting in damage to school district equipment issued to employees.
2. Negligence regarding the spilling of liquids or food onto or into computers.
3. Dropping of computers and the resulting damages by the employee or students and/or others under supervision or direction of the employee.
4. Melting of computer parts due to external heat sources such as candles (sources of flames), stoves, hair dryers, or any other heat producing external environments, use of devices on surfaces that block air ventilation vents such as padded fabric surfaces.
5. Storage or use of devices in extreme cold or moisture that result in damage.
6. Theft or damage of the computer equipment while in the employee's possession at home, in transit, or while in the employee's possession away from employee's assigned campus or office.
7. Theft or damage of issued laptops or mobile devices in any location, on campus or off campus, due to negligent storage of the issued device.

All employees are required to use a carrying case when transporting mobile devices. The district provides a carrying case and employees are responsible for replacing the carrying case if it is lost or damaged.

Charges for damaged equipment due to neglect or improper care will be assessed by the Technology Department. Employee may be responsible for paying for the entire repair or replacement cost. The Technology Department may choose to repair or replace the damaged device depending on availability and cost effectiveness.

Employees taking charge of school-system equipment agree to the responsible use and care of computer equipment as listed above by accepting issued computer equipment. Employees who do not wish responsibility for computer equipment should turn in computer equipment to the Technology Department or issuer.

All issued Habersham County School District equipment remains the property of Habersham County District. The Habersham County School Board of Education reserves the right to require employee turn in of any issued equipment at any time if needed.

Employee Signature

Date