



OGDEN PREPARATORY ACADEMY

Official Procedure

9. Information Systems

9.02.PRC.4 Broken and Damaged Technology Procedure

Effective/Revision Date: 3/20/2023

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PURPOSE

The purpose of this procedure is to outline the process by which Ogden Preparatory Academy (The School) resolves issues related to the damage of technology. This procedure covers intentional, negligent, and accidental damage of any school owned and issued technology including hardware, software, computers, and electronic devices.

PROCEDURE

1. Students and staff are expected to follow all policies and procedures related to electronic devices and technology as described in the School's Policy Manual.
2. When technology is damaged, the individual issued the device is expected to report it immediately.
 - a. Staff shall report the damage by submitting a ticket through the online ticketing system.
 - b. Elementary students shall report the damage to their classroom teacher.
 - c. Junior High students shall report the damage to the front office.
3. Determination of damage
 - a. For student technology, the individual receiving the report (classroom teacher or secretary) shall notify the IT Director.
 - i. IT Director shall investigate to the extent necessary. The IT Director may involve other staff as needed.
 - ii. If student charges are incurred, the IT Director shall discuss the damages with the building principal.
 - b. For staff technology, the staff member will discuss the damage with his/her direct supervisor.
4. The IT Director will determine what the individual will be charged based on the following criteria:
 - a. Intentional and negligent damages will be charged to the student or staff member determined as responsible for the damages.

- i. The individual issued the device by the school is primarily responsible for the safety and maintenance of the device.
 - ii. If there is clear evidence that another individual besides the one issued the device caused the damage, that individual may be charged.
 - b. Charges
 - i. Any technology that requires a full replacement will result in a full charge.
 - ii. Any technology that can be repaired will be charged for the cost of the replacement plus a minimum of 1 hour of labor assessed per the fee schedule.
- 5. The IT director will communicate with the Principal or Supervisor as to the charge and prepare the invoice.
 - a. In the case of student damages, the building principal will call parents to explain the invoice. The invoice will be added to the student's account and a copy will be sent by mail.
 - b. In the case of staff damages, the supervisor will deliver the invoice to the employee.

Document History

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Legal Reference