

**Mill Valley School District  
EQUIPMENT USAGE POLICY  
Frequently Asked Questions**

**1. What is the intent of the policy?**

**A:** The intent is to have clear expectations, ensure consistency between school sites and treat everyone fairly. We also want to encourage responsibility in caring for District-owned equipment.

**2. Why is this policy needed now?**

**A:** As more incidents occurred, it became apparent that each school handled things a bit differently. A consistent policy benefits everyone by insuring fairness with a clear set of guidelines and procedures.

**3. Who does the policy apply to?**

**A:** All employees who are loaned District-owned equipment to be used for their job. This includes administrators, certificated staff and classified staff.

**4. What is the employee's responsibility with regard to damage or theft to equipment loaned to them by the District?**

**A:** Mechanical failures or equipment malfunction will be the responsibility of the school/District. The first incident of accidental damage (e.g. dropping, water damage, getting something stuck in a drive or port) during a device's replacement "life cycle" (currently 4 years for teacher laptops) will be covered by the school. Subsequent incidents of accidental damage, or any instance of theft, will be assessed on a case-by-case basis, and responsibility will be shared by the employee and the school/District.

**5. For incidents assessed on a case-by-case basis, what factors will be considered?**

**A:** Time and place, as well as the circumstances (who was involved, was it an accident, was there any negligence, is the device recoverable, what is the age, value and condition of the device, etc.).

**6. Who will make the final determination about responsibility?**

**A:** The principal and Director of Technology will jointly decide, based on circumstances.

**7. What are the expectations for devices (e.g. tablets) that are stored in my classroom?**

**A:** Devices should be secured in your classroom when you or another responsible adult is not in the room. If you have a "locker" for the devices, all devices should be secured in the locker (with doors locked). In addition, your classroom door should be locked when you leave your classroom to insure any valuable items are not susceptible to opportunistic theft.

**8. What is the practice for district-owned equipment for employees who are on leave?**

**A:** For employees on leave for 4 months or less, the employee may choose to keep his/her device(s) during the leave if the intended use is for educational/work purposes. The Equipment Usage Policy will continue to apply during the leave period for

accidental damage and/or theft. For leaves of more than 4 months, the employee should turn in the devices so that his/her replacement can use them. In cases where a leave may need to be extended beyond 4 months, the employee may request an extension, which will be considered on a case-by-case basis.

**9. Where does the money for repairs come from?**

**A:** There are currently no designated District or site repair budgets, so individual schools must pay for repairs out of their site funds, which would typically be used for supplies, instructional materials, professional development, and other principal-designated expenses. We are looking into creating a District repair fund that would cover laptops and tablets for the 2015 fiscal year.

**10. In cases where it is determined that an employee has responsibility for a repair or replacement, how should he/she pay?**

**A:** Generally, payment by check (personal or BillPay) made out to Mill Valley School District is preferable. The District is also able to accept cash.

**11. How are repairs handled for old devices, especially if the damage is significant?**

**A:** The age and value of the equipment is taken into account when deciding whether it is worth repairing. If the employee has any responsibility (and the device has not been lost/stolen), the cost used in any calculation will be the lesser of the repair cost and the replacement cost.

**12. Why is it important to repair devices and keep them in good condition?**

**A:** With the new Tech Plan, devices have an expected lifespan, which may extend beyond the time an employee has them. For example, a teacher laptop may be reassigned to a student cart after the teacher upgrade cycle.

**13. How many repairs have there been?**

**A:** Since we started tracking in January 2014, there were 18 repairs to laptops and iPads through June 30, 2014. Of these, 44% were mechanical failures and 56% were accidental damage. The cost of a typical repair is about \$175 for a tablet and \$350 for a laptop, but costs vary based on the extent of the damage.

**14. What is the District's procedure for repairs?**

**A:** Once the District is notified of a needed repair, a technician evaluates whether the repair can be handled in house. If necessary, we will arrange for a loaner device or an alternate solution during the repair. The District always tries to mitigate repair costs by comparing different vendors. While most of our warranty work is done by Apple, we always investigate less expensive options from other trusted vendors for out-of-warranty repairs.

**15. Is there some way I can better protect my laptop/tablet?**

**A:** Apart from being careful and using good judgment, the next best way to protect your device is with either a protective cover or a carrying case. Also, you might consider a security device, such as a cable that attaches a laptop to a desk to help prevent opportunistic theft. The District is able to provide a security cable for anyone who wants one for use at school. We can also reimburse you, up to \$75, for a protective

cover or carrying case to help prevent damage. The cover/case would then belong to the District, and should be turned in along with the device.

You should be very careful with your devices in public places – it is extremely easy to swipe a device that is left for a few seconds on a counter. It is best to always keep devices concealed in a carrying case. And always lock them in the trunk of a car rather than leave them anywhere they can be seen (even in a case/backpack). You should be especially careful if you are taking a device on vacation!

**16. Am I required to purchase insurance?**

**A:** No. There are insurance policies you can purchase on your own, and the District can recommend a company if you choose to mitigate the risk, but no insurance is required for employees.

**17. Can I make a claim on my homeowners/renters/personal property insurance to cover a loss?**

**A:** Yes. Coverage depends on the company and the rules of your specific policy (including deductible), but people have successfully filed a claim for missing/stolen devices.

**18. What about past incidents that have needed repair?**

**A:** The new policy is in effect beginning October 1, 2014, and everyone will start with a clean slate in order to have consistency going forward.