
Educator Laptop Responsibilities



What do I do if I damage the laptop?

If your laptop is accidentally damaged, the damage must be reported the next working day to your campus administrator and the Purchasing Department. After you report the damage, complete a technology work order to have the laptop repaired. With damaged equipment there is a tiered approach to who is held responsible for the cost of repair, in accordance with Administrative Regulation PUR-03.

- 1st incident of damage: the District will replace or repair the laptop
- 2nd incident of damage: the employee will be required to pay for 1/2 of the repair/replacement cost
- Subsequent incidents: the employee will be required to pay the entire repair/replacement cost of the laptop

The cycle of incidents and consequences for laptop computers is three years. A campus administrator will monitor the incident cycle and advise the Purchasing Department of the cycle status when a request to replace a laptop is submitted.

If your laptop is intentionally damaged, the damage must be reported to your campus administrator and the Purchasing Department the next working day. It is the responsibility of the employee to pay for the replacement of an intentionally damaged laptop.