



**Mukwonago Area School District**  
*Building Better Schools Together*

**District-Issued Equipment Policy Related to Damage, Loss or Theft**

**Effective January 2018**

The following guidelines are in place for district purchased technology devices which include but are not limited to PC's, laptops, tablets, iPads, Chromebooks, printers, and phones. Device replacement costs will be incurred using the guidelines below:

District Device	Liable Party	
	Student/Family/Staff	School
Vandalism or intentional physical damage or defamation	Repair/Replacement Cost	
Accidental damage not covered by warranty		Repair/Replacement Cost
Lost or stolen while in staff/student/family possession	Replacement Cost	
TPP Device		
Lost or stolen while in staff/student/family possession	Replacement Cost	
Damage/repair incidents - first incident	\$0	
Damage/repair incidents - subsequent incidents Collected when dropped off for repair	\$10	
Screen replacement - \$50 deductible	\$50	

All repairs to be processed through the I.T. Services Helpdesk.

Mukwonago Area School District  
 Supervisor of Network Operations  
[kovneke@masd.k12.wi.us](mailto:kovneke@masd.k12.wi.us)  
 262.363.6200, x25700