



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

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

**Effective May 1, 2017**

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
Intentional/vandalism	Repair/Replacement Cost	
Accidental damage not covered by warranty		Repair/Replacement Cost
Lost or stolen while in staff/student/family possession	Replacement Cost	
<b>TPP Device</b>		
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.

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