



Employee Mobile Technology Agreement Olathe Public Schools

Olathe Public Schools may issue technology devices to employees performing a district directed activity or as a requirement for their job for a specified amount of time. All building administrators and district employees should fully understand the responsibilities for the care of district issued devices and under what circumstances they may be personally responsible for the repair or replacement of any device. The district does not allow equipment to be checked out and used *solely* for personal reasons. The following guidelines apply to any hardware for any specified and/or limited length of time, for any school or business-related purpose:

Technology equipment issued to staff for school or business-related purposes, carries with it the *responsibility for repair if the equipment is damaged or replacement if the technology is lost or stolen.*

Repair and Replacement Occurrence Scale

- 1st occurrence of damage, loss, or theft: **\$25 replacement/repair fee** to the employee
- 2nd occurrence of damage, loss, or theft: **25% replacement/repair charge** to the employee
- 3rd (and subsequent) occurrence of damage, loss or theft: **100% charge** to the employee
- Any damaged/non-returned device after last date of employment: **100% charge**

- Staff members should immediately report any lost, stolen or damaged device to the Technology Division.
- The decision to repair, replace, or charge will be based on the cause of damage or loss, and the decision will be determined by the Technology Division.
- The cost of repairs and replacements will be based on current quotes provided by vendors.
- Unauthorized repairs that void the warranty or substitute a similar device constitutes an occurrence.
- Damage will be defined as any condition that requires repairs before re-issuing the device.
- An occurrence includes any instance (e.g. one repair and one replacement constitutes two occurrences).
- Former employees have 7 calendar days to return all equipment after the last date of employment.

Note that this agreement begins March 1st. Any previous occurrences will not count toward this agreement, and all previous charges still apply.

This agreement does not require a signature. Please refer to BOE Policy on Acceptable Use of Technology for more information. Updates and annual notice will be provided via district email.

Last modified: 3/1/2017