



Damaged Laptop Form

This form is to be used to report damages to or destruction of ANY Boston Public School owned/issued laptop, including laptops distributed via the Laptops for Learning (L4L) initiative.

! **Note:** To report loss or damage resulting from **Fire, Theft, Vandalism or Unlawful Acts**, please use Superintendent's Circular #FMT-12.

Employee Information:

Name of Employee: _____ BPS Employee ID: _____
School/Department: _____ Laptop Asset Tag #: _____

Incident Information:

Date of Incident: _____	OIIT's TrackIt Ticket #: _____
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Describe details of damage and how it occurred. Please be specific:

If it is determined that the loss/damage of the laptop is the result of the employee's failure to comply with OIIT's laptop security guidelines, failure of the employee to take reasonable effort to secure the laptop, or because of the employee's intentional act, the employee assumes full financial responsibility. For other instances of loss, theft or accidental damage, employees will be responsible for a \$200 fee.

Required Signatures:

Employee: _____ Date: _____
Principal/Headmaster: _____ Date: _____

Please provide a copy of this form to your Principal/Headmaster and submit a copy to OIIT via fax (5-9176) or email a scanned copy to Kristine Matthews at kmmatthews@boston.k12.ma.us.

FOR OIIT USE ONLY		
Fee: _____	Date Received: _____	Authorized Person: _____