

SPILLAGE DAMAGE

Spillage damage is considered a negligent act and regardless of where it occurs, the **employee is responsible**. If the employee has District Equipment Insurance, spillage damage **always** results in a deductible fee. If the employee does not have insurance, the employee is responsible for the repair/replacement of the laptop.

To avoid spillage damage to your laptop, **always** keep liquids far away from your computer!



SECURITY TIPS



- Never leave your laptop unattended
- Always lock your work area or secure laptop in a locked desk or cabinet
- Place a screen-lock password on your laptop to prevent unauthorized access to your data
- Store your laptop in the District-provided bag and always handle securely when moving from place to place
- Secure your laptop out of sight if transporting it in your vehicle
- Never leave your laptop in a vehicle overnight
- When not in use at home, always make sure your laptop is safely stored
- If damage/loss occurs, report it to your Principal or immediate Supervisor
- File a report with the local Police Department if stolen or lost

BARTLETT CITY SCHOOLS

5650 Woodlawn Street

Bartlett, TN 38134

(901) 255-0855

www.bartlettschools.org



DISTRICT EQUIPMENT INSURANCE



August 2017

BARTLETT CITY SCHOOLS EQUIPMENT INSURANCE

BCS District Equipment Insurance protects in the event of certain physical loss. The insurance covers in instances of theft, accidental damage, vandalism, power surge, lightning strike, flood, fire, earthquake, and other natural disasters.

The BCS District Equipment Insurance does **not** cover: losses due to mysterious disappearance, intentional damage, data reconstruction, and damage or loss from fraudulent, dishonest, or criminal acts by the employee. **



Bartlett City Schools offers insurance to all personnel who have been issued equipment through the Central Office. **School purchased equipment will not be covered by District Equipment Insurance.** The purpose of the policy is to cover the equipment outside of the employee's assigned work location. While the employee is at his/her assigned work location, the equipment is covered by the District, except in the case of intentional damage or negligence by the employee. All normal mechanical break down is also covered by the District.

Employees who do not purchase Equipment Insurance are responsible for the prorated value of the equipment and accessories at the time the damage or loss occurs.

Multiple instances of laptop replacement for one person in the same school year may result in loss of privilege.

ANNUAL PREMIUM*: \$25.00

Within 10 days of receiving a District-issued laptop or at the beginning of **each** school year, employees who wish to purchase insurance will indicate that on their Equipment Agreement Form and pay the annual premium to the school financial secretary. Prior to the 2nd Friday of September, **make check payable to the school.** After that date, make check payable to Bartlett City Schools.



Always ask the school financial secretary prior to writing your check



BCS Equipment Insurance must be purchased each year to receive coverage

COVERED DEDUCTIBLE: \$50.00

If the damage/loss is determined by the Technology Department to be a covered claim**, the employee will pay the deductible to the school financial secretary. A Bartlett City Schools **Damage & Lost Form** signed by the immediate Supervisor of the employee explaining the details of the damage/loss is **REQUIRED.** If the laptop was lost/stolen, a **Police Report** is also **REQUIRED.**

A BCS Damaged & Lost Equipment Form is REQUIRED for all claims

A Police Report is REQUIRED for all lost/stolen equipment

REPLACEMENT:

After all forms have been submitted and the deductible has been paid, the Technology Department will issue a replacement laptop to the employee.

* Premium not prorated based on partial year employment. Term runs from the date paid until due again the next school year.

** Spillage damage is considered negligent and **always** subject to the deductible fee, regardless of where the spill occurred.



Replacement equipment will be similar to damaged/lost



Accessories will only be replaced if indicated