

Fairfield Public Schools

General Incident Form

All general incidents or accidents occurring on Fairfield Public Schools' property are to be recorded on a [General Incident Form \(click here\)](#) and signed by the building administrator.

- **GENERAL INCIDENTS** (any incident that is not related to a student or employee - e.g. a parent slip and fall, damage to an automobile)

1. [Fill out the General Incident Form \(click here\)](#)
2. Forward the General Incident Form to the Business Office Secretary

- **MAINTENANCE**

1. [Fill out the General Incident Form \(click here\)](#)
2. If the item was damaged, explain in detail how the damage occurred on the General Incident Form.
3. If the item was lost, stolen or the result of an accident, obtain a police report and attach it to the General Incident Form.
4. Forward the General Incident Form to the Business Office Secretary with a copy to the Facilities Supervisor.
5. Submit a maintenance work order ticket if maintenance work is required.

- **SCHOOL SERVICES**

1. [Fill out the General Incident Form \(click here\)](#)
2. If the item was damaged, explain in detail how the damage occurred on the General Incident Form.
3. If the item requires replacement, be sure you include quantity, manufacturer's name, model # and any other pertinent detail (such as color, accessories, etc...).
4. If the item was lost or stolen, obtain a police report and attach it to the General Incident Form.
5. Forward the General Incident Form to the Business Office Secretary with a copy to the School Services Coordinator.
6. Submit a maintenance work order ticket if maintenance work is required.

NOTE: The school district will not replace personal property lost or damaged in the work place*.

- **IT EQUIPMENT**

1. [Fill out the General Incident Form \(click here\)](#)
2. If the item was damaged, explain in detail how the damage occurred on the General Incident Form.
3. If the item was lost or stolen, obtain a police report and attach it to the General Incident Form.
4. If the item requires replacement, submit a Kaseya ticket indicating the request for replacement. Please be specific and include the asset tag number (when available), make, model and any unique specifications of the unit to be replaced.
5. Forward the General Incident Form to the Business Office Secretary with a copy to the Information Technology Manager.

Damaged and/or Lost School Owned Equipment

District-owned equipment shall not be loaned for personal use.

Students and staff may remove district equipment from district property only when it is necessary to accomplish tasks directly connected with school assignments, job responsibilities, or serve educational purposes.

Damaged and/or Lost School Owned Equipment - continued

Administrators may restrict the removal or loan of any item or type of equipment from district property. The appropriate administrator must approve all loans (e.g., Principal, Manager of Technology).

When district equipment is loaned, the borrower shall be responsible for any damage or loss of the equipment, regardless of fault.

The Dean or Principal is to be notified immediately if a student damages a piece of equipment intentionally. If so, the Dean and/or Principal will determine if the circumstances require obtaining reimbursement from a parent/guardian for the cost of repair or replacement.

If reimbursement is required, please obtain the price for the replacement and/or repairs of the damaged equipment from the Information Technology Manager.

All attempts to receive a reimbursement payment from a parent/guardian should be in the same school year as the incident. Checks should be made payable to the Fairfield Public Schools and forwarded to the Manager of the information Technology Department with a copy of the incident report.

***Personal Stolen and/or Damaged Property**

Please be advised that if an item is stolen or damaged in school, and the item belongs to a student or staff member, the Town/Board are not liable for that item. The only exception would be when a staff member brings in an item for school use, at the written request of an administrator and for limited use (e.g. needed one time only). However, items that replicate system-provided capabilities, such as laptops owned by staff members would not be covered.