

**Sharon Public Schools  
Technology Damage Report**

While all staff are ultimately responsible for the care and safety of district-owned technology being used in and out of the district, the Sharon Schools have set aside some funding to repair or replace devices or technology items in staff care. To have a repair or replacement initiated, staff members need to fill out this form and bring it to a technology support specialist. It is important to note that all repairs/replacements are at the discretion of the Director of Technology (currently Assistant Superintendent) based on district financial ability, available replacements, and frequency of damage/loss. We can not guarantee identical replacements.

Staff Name \_\_\_\_\_

Building \_\_\_\_\_ Position \_\_\_\_\_

Date technology was issued \_\_\_\_\_

Describe what is broken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did it break? Date and time.

\_\_\_\_\_  
\_\_\_\_\_

How did it happen? Please describe fully.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of damage issues to date: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Tech Support Signature \_\_\_\_\_ Date \_\_\_\_\_

Tech Support Action: \_\_1) Notify Director. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_