

Fairfield Public School General Incident Reporting Process

All general incidents or accidents occurring on Fairfield Public Schools property are to be recorded on a General Incident Form. Reporting process is below.

General Incidents (any incident that does not fit into the incident criteria listed below)

1. Form Completion: Fill out the General Incident Form ([click here](#)).
2. Submission: Press Submit. Once you press submit, the form will route to the principal for approval.

Maintenance-Related Incidents

1. Form Completion : Fill out the General Incident Form ([click here](#)). Include detailed explanations of items that were damaged, lost, or stolen.
2. Police Report: Attach a police report if applicable.
3. Submission: Press Submit. Once you press submit, the form will route to the principal for approval.
4. Work Order: Submit a maintenance work order if needed.

School Services Incidents

1. Form Completion: Fill out the General Incident Form ([click here](#)) Include details on damage and specifics if replacements are needed.
2. Police Report: Attach if items were lost or stolen.
3. Submission: Press Submit. Once you press submit, the form will route to the principal for approval.
4. Work Order: Submit a maintenance work order if needed.

IT Equipment Procedures for Damage, Loss, or Theft

1. Complete the General Incident Form ([click here](#)) with a detailed explanation of the incident, if applicable.
2. For items lost or stolen due to a car break-in or burglary, attach the police report to the General Incident Form. Note: A police report is not required for lost items.
3. If a replacement is needed, submit a Help Desk Ticket specifying the asset tag number (if available), make, model, and unique specifications of the unit. Attach the incident report to the Help Desk Ticket.
4. Notify the school library staff about the loss or damage to ensure proper recording in Destiny and throughout the repair process.
5. Submission: Press Submit. Once you press submit, the form will route to the principal for approval.

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School-Owned Equipment

- District-owned equipment is not authorized for personal use.
- Students and staff may only remove district equipment from school property for tasks directly related to school assignments, job responsibilities, or educational purposes.
- Administrators retain the authority to restrict the removal or loan of any equipment from district property.
- All loans must be approved by the appropriate administrator (e.g., Principal, Director of Technology).
- The borrower assumes responsibility for any damage or loss of the loaned equipment, regardless of fault, unless covered by the district laptop/Chromebook insurance policy.

Intentional Damage by Students

In cases of intentional equipment damage by a student, immediately notify the Dean or Principal, following established procedures for Chromebook/laptop damage. The Dean and/or Principal will determine if reimbursement from the parent/guardian is required for repair or replacement costs.

School staff responsible for inventory control should endeavor to secure reimbursement from the parent/guardian within the same school year as the incident. Checks should be made payable to the Fairfield Public Schools.

Personal Property

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