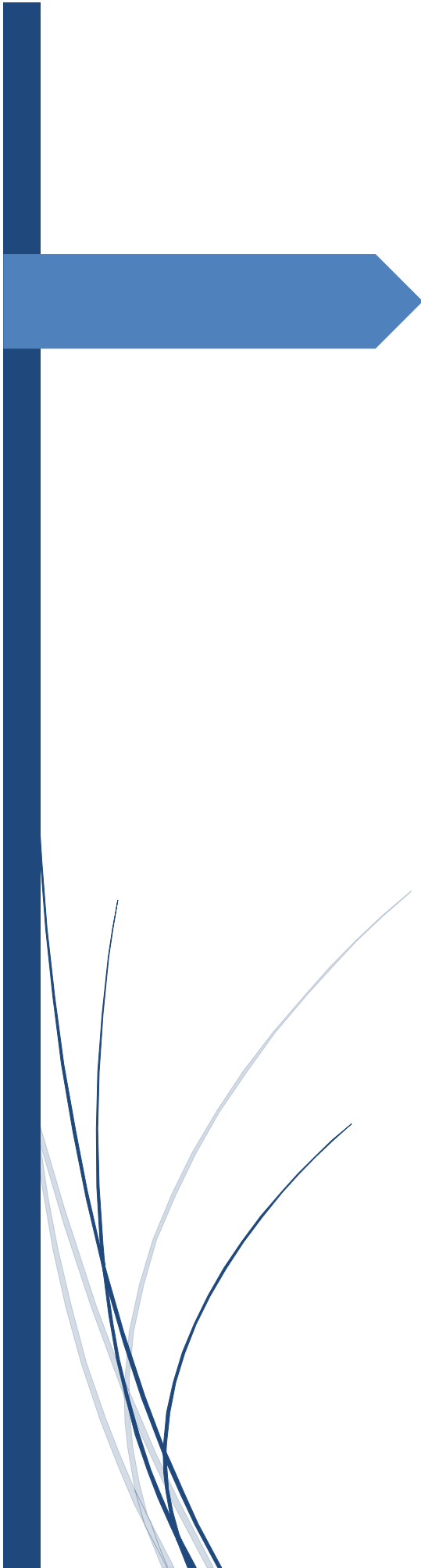




Property Loss Prevention and Reporting Procedures

For Technology Assets



Cherokee
County
School
District

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Property Loss Prevention and Reporting Procedures for Technology Assets

The Cherokee County School District (CCSD) makes a significant investment in providing technological tools and resources for use by students, teachers, administrators and support staff. The Division of Technology and Information Services is responsible for the management of these resources and maintains an inventory of them.

In all situations where District property is lost, stolen or damaged, a review is conducted to determine apparent cases of neglect, misuse or abuse. This includes items purchased both at the District and at the School level.

In the event of loss, theft or damage to any District-owned technology item OFF District premises, the procedures below must be followed:

1. If item is stolen while not on District premises, immediately notify the local police authorities to report the theft/loss and be certain to **record the case number** assigned to your incident so that you may be able to get a copy of the police report once it has been generated. In some cases, insurance companies will not pay a claim unless you have reported the crime to the police promptly.
2. In the case of either loss or damage, inform your immediate supervisor within one business day of discovery and complete a General Technology Request in CCSD's Help Desk system located at the following url: <https://cherokee.incidentiq.com>. Be certain to document the description and model of the missing or damaged item and include the serial number(s) when possible. Provide as much detail surrounding the circumstances of the loss or damage as possible. CCSD Technology Services will route this information to your Principal for their acknowledgement and signature.
3. During off-school days (summer break, holidays), submit the help desk ticket as soon as possible or immediately upon your return to work.
4. Technology Services will notify Risk Management, Finance and School Police of the loss, theft or damage.
5. Technology Services, in cooperation with School Police, Finance and Risk Management, will review the circumstances and documentation submitted to determine the appropriate action to be taken.
6. Financial restitution/reimbursement to the District may be required where items are lost, stolen or damaged while in your possession off District property. Technology Services, in cooperation with the Risk Management and Finance, will determine the full replacement cost of the device and prepare an invoice for restitution of the asset(s).
7. Determine if you plan to report the theft to your insurance company (home or automobile) for them to provide restitution to the District or if you prefer to pay out of pocket.
8. Once a payment plan is agreed upon and full restitution is provided, replacement equipment can be funded by the District.

In the event of loss, theft or damage to any District-owned technology item ON District premises, the procedures below must be followed:

1. Immediately (within one hour of discovery), inform your supervisor of the damage, theft or loss and complete a General Technology request in CCSD's Help Desk ticketing system located at the following url: <https://cherokee.incidentiq.com>. Be certain to document the description and model of the missing item and include the serial number(s) when possible. **Provide as much detail surrounding the circumstances of the property loss as possible.** CCSD Technology Services will route this information to your Principal/Supervisor for their acknowledgement and signature.
2. Within 24 hours of discovery, report the lost, stolen or damaged item to the Cherokee County School District Police officer assigned to the location so that a CCSD Police report can also be completed.
3. CCSD's Police Department may investigate to determine if a crime has been committed or to determine if

the loss, theft or damage was the result of neglect, misuse or abuse and inform Technology Services of its findings.

4. Technology Services, in cooperation with School Police, Finance and Risk Management, will determine if neglect, misuse or abuse was involved.
5. If neglect, misuse or abuse is involved, the District will not fund replacement of the lost property until restitution for the asset has been collected. CCSD will invoice the local school for the property loss based on the full replacement cost of the device. The local school will have discretion to charge students, employees, support staff/volunteers, contractors, et. al., as deemed appropriate for the situation.
6. Restitution for reimbursement will be given a 30-day window after which time, funds may be withheld from the employee's compensation or transferred from the school account by the Division of Financial Management.
7. CCSD will form an Appeals Committee comprised of representatives from (but not limited to) Technology, Risk Management, School Operations, Curriculum and Instruction, and Financial Management to review cases submitted for reconsideration. **Appeals request must be submitted within 30-days of receipt of the invoice.** Request for reconsideration of applying charges must be in writing with a detailed explanation and sent to jeremy.gravley@cherokee.k12.ga.us. Once the Appeals Committee has made a final call, any outstanding charges must be remitted to the Office of Financial Management within five-business days.
8. If circumstances of loss, theft or damage were beyond all reasonable means taken by the employee for properly securing the property, then the District will take the appropriate action for replacement.

Charges will be applied as follows:

<i>Situation</i>	<i>Restitution</i>
<i>Items that are actively being used and are currently being sold on the market</i>	<i>The lesser of the full (District) purchase price or cost to replace equivalent item</i>
<i>Items that are actively being used but are no longer being sold</i>	<i>Depreciated value – Based on a straight-line depreciation formula</i>
<i>Items that are no longer being utilized but have not been collected/ processed as surplus property</i>	<i>Current surplus value</i>

Technology assets, including installed software, are registered with ownership to the District and are to be disposed of through a surplus property process. Thus, ownership cannot be transferred to private individuals. In the event a technology item is lost, and financial restitution is provided, a full refund of the restitution will be provided **within 90 days of receipt of the payment**. Beyond 90 days, if the item is then found and returned to the school/District, a prorated refund will be issued - to account for depreciation.

Recommendations to reduce the chances of theft, loss and damage:

- ✓ Never leave laptops, mobile phones or other portable electronic technologies (i.e. digital cameras, video cameras, projectors, etc.) in your automobile. Locking these items in the trunk of the vehicle is not a deterrent. Excessive heat and cold shortens the life of the devices. Moreover, thieves are on the prowl (in parking lots, street parking and driveways) and target laptop bags, purses, briefcases etc. If a laptop must be left in a car, keep it locked and out of sight.
- ✓ Keep your laptop secured when at home.
- ✓ Consult with your personal property insurance agent to establish proper types of coverage, limits and deductibles related to the use of portable laptop computers.
- ✓ When using your laptop or other technologies, especially off-site, maintain vigilance in not letting it out of your sight. Although the theft of a laptop computer can occur at any place or time, there are certain obvious locations—public buildings, airports, hotels and conference centers, college campuses, libraries,

trade shows, industry events and hospitals -- where incidents occur most frequently. Many times, laptops are stolen by people who either have or appear to have a legitimate reason for being there. This may include contractors, service persons, custodians, delivery persons or even vendors. Do not leave laptops unattended in public areas.

- ✓ Do not position laptops near exterior windows where they are subject to a smash and grab type theft.
- ✓ When using technologies at school sponsored events, on-site and off-site, take reasonable steps to adequately secure the property and be mindful that carelessness may result in loss.
- ✓ Invest in inexpensive security tools such as laptop locks to secure devices to stable or difficult to move structures. While not 100% theft proof, they can act as a deterrent for thieves.
- ✓ Secure the keys to mobile laptop carts. Do not leave them in the mobile cart.
- ✓ Lock your classroom door when your room is empty, and technology is in plain view.
- ✓ Store technology items in lockable carts, cabinets, drawers when not in use and overnight.
- ✓ Utilize assignment logs or check-out forms to track which pieces of technology are being utilized by specific people at specific times of the day.
- ✓ Promote Digital Citizenship. Talk with your students about the value of the technology and the importance of helping to maintain these systems. Encourage them to report incidences of abuse or theft.
- ✓ By carrying a laptop in a case designed for computers, we immediately alert thieves that we have a laptop, even before we take it out to begin working. When traveling, carrying a laptop in an ordinary piece of luggage or briefcase will help deter theft.
- ✓ Increase awareness. Consider creating a procedure where appropriate individuals can remove unattended devices for "safekeeping" leaving a tag or sticker in its place. The sticker will let the employee/student know the device was removed for safekeeping and can be picked up at a secured designated area. This will immediately prevent the theft of the device and will make the employee/student more aware that the device could have been stolen.

Additionally, the loss or theft of laptop computers puts the information they contain at risk of loss, disclosure, or compromise. In addition, the use of laptops in public places presents a significant risk of unauthorized persons observing the information being processed. Accordingly, the following procedures are required:

- Passwords shall be protected at all times and shall not be stored on or with the laptop.
- Log off or lock (Windows key + L) the laptop when not in use or when you walk away from the device.
- Laptops containing sensitive information should have removable hard drives to carry them separately from the laptop.
- CCSD uses Bitlocker to encrypt files on local hard drives.
- Laptop users shall be responsible for ensuring the security of their assigned equipment.
- It is HIGHLY RECOMMENDED file backups are made regularly.

In cases where sensitive data may be compromised by the theft of portable technologies, you must immediately notify your supervisor and the Office of School Operations.

My acknowledgement of the [online via Vector Solutions] course specific to these guidelines indicates I have thoroughly read the information pertaining to portable technology use. I understand the School District will seek to recover the cost of repair or replacement of a device that is damaged, lost or stolen because of my failure to follow the School District policies and procedures. I agree to the above terms and conditions as such and agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.