

LOST AND STOLEN DEVICES

LOST

Reports to Police and EdTech

Recording in Asset Management

Action 1

If device was a non-Special Revenue Student device, CAM records Lost information in **Student Technology Device Request** in the Support Hub

Action 2

All other Lost devices are reported to Dallas ISD Police to obtain a report number

Action 3

Update status of device to **Lost** with Police Report Number (or ticket number if Action 1 is followed).

Action 4

Record Charge to Staff or Student