

LOST AND STOLEN DEVICES

STOLEN

Reports to Police and EdTech

Recording in Asset Management

Action 1

If outside of district, staff or parent provides police report; if within the district, CAM reports to Dallas ISD Police

Action 2

CAM submits ticket to Support Hub with Police Report information (attach copy of report)

Action 3

Update status of device to **Stolen** with Police Report Number (include jurisdiction in notes if outside the district)

Action 4

Record Charge to Staff or Student

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