

# 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-to be provided by the affected staff member or parent)

#### Action 3

Record Charge to Staff or Student

#### Action 4

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

# 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

Record Charge to Staff or Student

### Action 4

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