



Teacher and Staff Device Collection Procedure

Purpose

This procedure outlines the steps for collecting district and school-issued devices and technology accessories when an employee separates from the district through non-renewal, resignation, or retirement.

Scope

This procedure applies to all teachers, staff, administrators, and contractors issued district-owned technology, including laptops, tablets, mobile devices, hotspots, chargers, desktops, monitors, printers, and accessories.

Procedure

1. Notification of Separation

- Human Resources notifies the Technology Department of the employee's separation as soon as it is confirmed.
- The Technology Department notifies the school's Media Specialist of the departure.
- The Media Specialist for each school can generate a list of devices assigned to the employee upon request.

2. Staff Preparation for Return of Devices

- The separating employee is responsible for backup or removal of any personal files from district devices before their last day.
- The employee must gather all district-owned devices and accessories (laptop, charger, case, docking station, etc.).
- Devices should be returned to the Media Specialist or building level administrator.

3. Staff Return of Devices

- All district-issued technology must be returned on or before the employee's last working day.
- The primary return point is the Media Specialist. If the Media Specialist is unavailable, devices may be turned in to a building level administrator with the technology device list provided by the Media Specialist.
- Building level administrators are responsible for delivering devices to the Media Specialist upon their return.
- The Media Specialist inspects devices for completeness and condition.

4. Documentation

- The Media Specialist records the return of each device within the tech inventory system.
- The Media Specialist will retain control of the equipment until a representative from the Technology Department collects it.
- The Technology Department wipes, secures, and reassigns the returned devices.

5. Failure to Return

- If an employee does not return devices by their final workday:
 - The district may invoice the employee for the replacement cost of missing equipment.
 - Where legally permitted, the district may also deduct costs from the employee's final paycheck.

6. Special Cases

- Retiring employees may be allowed additional time to turn in equipment if the following conditions apply:
 - They are going to assist with the school or district's transition for the role they are vacating.
 - Their last official workday is before their retirement date.
 - They will complete any tasks required before their official retirement date, and will return all technology before that date.

- Any exception for retirees must be requested in writing, confirmed by the supervisor, principal, or superintendent, and coordinated with the Technology Department before the last official workday.

Responsibility

- **Human Resources:** Notify Technology of separations.
- **Technology Department:** Notify Media Specialists of departures; secure, wipe, and reassign devices after return.
- **Media Specialist:** Manage collection, inspection, and documentation of devices.
- **Building Level Administrator:** Accept devices when the Media Specialist is unavailable and ensure they are delivered to the Media Specialist promptly.
- **Employee:** Return all assigned devices and accessories by the final workday.