

Superintendent's Regulation 8310-R

EQUIPMENT MANAGEMENT FOR NON-PUBLICS

BV
Approved Upon Superintendent's Initials

1/4/13
Date

I. OBJECTIVES

This regulation provides a framework for the managing, inventory, and use of technology equipment including desktop computers, laptops, netbooks, tablet computers, and smartphones that are issued to Non-Public Title I administrators and teachers.

II. DEFINITIONS

- A. **Administrative computers:** Computer equipment (desktops, laptops, etc.) located in faculty, staff or administrative offices. This includes equipment used primarily by Non-Public Title I administrators and teachers.
- B. **Classroom Laptops:** Laptops that have been installed in a classroom or laptop cart and are intended for student use
- C. **Issued Laptop:** Laptop that has been assigned to specific Non-Public Title I administrators and teachers for use in conducting District business. The period of use can be as little as overnight to as long as several years.
- D. **Instructional computers:** Computer equipment (desktop, laptops, etc.) located in classrooms, libraries, labs, etc. primarily for the use of students.
- E. **Refresh:** The annual replacement of aging equipment that is no longer cost effective for the District to maintain.
- F. **Tablet computer:** A general-purpose computer contained in a single panel. Its distinguishing characteristic is the use of a touch screen as the input device.

III. PROCEDURES

A. Equipment Categories

- 1. **Computers** – Computers represent the bulk of equipment covered under this regulation. This category includes computers that are intended for use

by School staff as well as classroom based computers whose purpose is primarily to deliver instruction to students.

- a) Administrative computers.
- b) Instructional computers fall into the three areas below.
Instructional computers should not leave the building with the exception of student issued computers that are used in the credit recovery program.
 - (1) Computer Labs – computer equipment located in any of the officially maintained and supported academic labs. In some buildings where dedicated lab space is not available, laptops and/or iPads are deployed in specially designed carts and become “mobile” labs that can be moved from room to room.
 - (2) Classrooms – computer equipment located in classrooms for instructional use.
2. Tablet computers – Tablet computers such as iPads, iPods, and Android tablets provide a portable and compact computer resource that can operate on a stand-alone basis connected to the School’s email.

Printers – printers located in faculty, staff or administrative offices. This includes printers used primarily by full-time employees, part-time faculty or staff, and student employees.
3. Other Peripherals – specialized equipment and peripherals may be required in certain circumstances. Contact and review with Title I Non-Publics Administrator prior to purchase.

B. Equipment Security

1. Asset Tags. All District owned equipment covered by this Regulation will have either a tamper resistant asset tag, be engraved, or etched with a bar code serial number and be identified as property of the Rochester City School District
2. Physical Security. All equipment must be properly secured when not in use. Equipment, designed to be mobile, (tablets, cell phones, laptops, etc.) shall not be left out in an unlocked room.
 - a) For short absences rooms are to be locked and equipment placed so as not to be visible from someone walking by to prevent the devices from being stolen as targets of opportunity. If the room cannot be locked, then the equipment is to be locked in a cabinet or

drawer.

- b) For longer absences or the end of the day, equipment is to be secured in rooms fitted with alarm and motion detectors.
3. Title I Non-Public Administrator maintains a master inventory of all District owned equipment identified in this regulation.
- a) A physical inventory is to be conducted as a minimum annually.
 - (1) This inventory will be conducted with the support of the appropriate principal. Upon completion, the final report will be signed by the principal accepting the accuracy of the inventory.
 - (2) If the equipment is not located a lost, stolen, or damaged report must be submitted
 - (3) Additional physical inventories will be conducted as needed.
 - b) A copy of the inventory will be delivered to each principal annually identifying what equipment is located within their building.
4. Maintain a record of individuals who have been issued equipment.

C. Building Principals Responsibilities

- 1. Validate the annual inventory provided in October prior to BEDS day;
- 2. Ensure that all equipment in their building is properly safeguarded when not in use and that their staff is aware of and following all procedures for securing equipment.
- 3. Notify Title I Non-Public Administrator of any new devices purchased with Title I funds. Example: iPads obtained through a conference funded with Title I funds.
- 4. Obtain a signed receipt for each piece of issued equipment. This receipt is then forwarded to the Title I Non-Public Administrator.
- 5. Recover all issued equipment when individuals leave the Schools employment. The Title I Non-Public Administrator will be notified of the returned equipment if not reissued to another employee with a new signed

receipt.

6. Coordinate with the Title I Non-Public Administrator for the replacement of aging or equipment that is no longer functional.

D. User Responsibility – Teacher

1. It is the user's responsibility to take appropriate precautions to prevent damage or loss/theft of district equipment.
2. All equipment that is lost, stolen, or damaged must be reported to Title I Non Public Administrator immediately. To report equipment that is either lost, stolen, or damaged, the user must complete an Equipment Lost, Stolen or Damaged Report. This report must be delivered to Title I Non-Public Administrator
 - a) For equipment that is believed stolen, the user must also notify the local Police and file a police report. **Note:** The Rochester Police Department cannot create a theft report for equipment stolen outside the city limits. Please contact the Police Department in the area where the equipment is believed to be stolen.
 - b) Copies of the Report concerning stolen equipment should also be given to the Title I Non Public Administrator, who in return will deliver reports to the Office of Safety and Security.
 - c) The Title I Non-Public Administrator will review the Equipment Lost, Stolen or Damaged Report and if it is determined that the user failed to take appropriate precautions and the loss or damage is due to negligence or intentional misconduct, the user will be subject to a disciplinary action.
 - d) Lost, stolen or damaged equipment may not be replaced with like equipment. Replacements, if appropriate, will be made with equipment currently on hand.
3. Backups - Individuals issued equipment are responsible for maintaining an appropriate backup of work-related documents and data files, as these files cannot be restored if they have been archived only on the computer's hard drive.
4. Equipment should only be used for District/Title I related business. Users who are not using the equipment in accordance with this regulation will be required to return the equipment to Title I Non Public Administrator

EQUIPMENT MANAGEMENT
Superintendent's Regulation 8400-R

LOST, STOLEN, or DAMAGED EQUIPMENT
REPORT FORM

DATE:	TIME:	CRIME REPORT #	PAGE OF
SCHOOL/DEPARTMENT:		NAME OF PERSON COMPLETING FORM:	
TELEPHONE NUMBER:		NAME OF SUPERVISOR:	
ITEM No QTY	PROPERTY DESCRIPTION (INCLUDE MAKE, MODEL, SERIAL#, COLOR, TELEPHONE #)		ESTIMATED VALUE
1			
2			
3			
4			
5			
6			
Incident Details:			
When completed, please provide a copy for: 1. Director of Office of Safety and Security 2. Information, Management & Technology, Help Desk			