

SUPERINTENDENT'S REGULATION 1960-R

CHARGEBACK TO SCHOOLS FOR LOST CONFISCATED ELECTRONIC DEVICES

BV
Approved upon Superintendent's initials

10-18-2014
Date

This regulation shall be effective as of the date signed above.

I. OBJECTIVE

The Rochester City School District has established a procedure for storage and return of students' electronic devices [*Rochester City School District Board Policy Manual - Code of Conduct 5300.63* and *Superintendent's Regulation 1300-R*] wherein the electronic device must be properly identified, stored in a secure location (see "DEFINITIONS" below) and returned to the proper owner of the device. Each school was responsible for creating their own storage and return procedures consistent with the policy.

II. DEFINITIONS

Electronic device: Including but not be limited to: cell phones, smartphones, mp3 players, Ipods, I pads, Kindles, Nooks, PDAs, laptops, pagers, recording devices, games and other mobile electronic devices.

Secure location: A room, cabinet, cart where mobile devices can be stored. To be considered secure, it must be locked with either a key, combination lock, or a badge scan electronic lock and protected with an alarm system. The key and/or combination numbers must be kept secure in a separate location, with only limited access to them.

III. PROCEDURES

Staff must use reasonable care with confiscated items and abide by the above process for secure storage and return of the item(s). A person who confiscates an item owes a high duty of care to that item. Employees who confiscate items are responsible for ensuring the safe-keeping and return of a student's possessions to the proper owner in a timely fashion.

Effective immediately, any monetary claim which is made relating to the loss of a student's electronic device that results from a school's failure to abide by this regulation, shall be paid through the individual school's discretionary fund.