



NEW BEGINNINGS

SCHOOLS FOUNDATION

Network assigned notebook computer and electronic device collection policy

Purpose

To set forth policy for the proper collection of notebook computers and other electronic devices

Policy

Academic year end collection procedure

1. All network property assigned to academic year employees must be collected before the employees are released for the summer
 - a. Collection of notebooks and electronic devices should be completed at least **2 weeks prior to the end of the school year** – principals can grant individual exceptions
 - b. Employees must sign in the **“RETURNED EQUIPMENT”** section of the **same** Equipment entrustee form that was filled out at the time of property assignment
 - c. Supervisors must sign verifying the equipment has been returned
2. A new “Equipment Entrustee Form” should be completed for the returned notebook computers
 - a. All laptops should be reassigned to the assistant principal or another designated site custodian, and the principal should sign as supervisor
 - b. A single signature form with an attached spreadsheet that includes the property tag and serial number (DELL Service Tag) of each machine will be sufficient
 - c. Once completed copies should be faxed to the network technology office (280-2312)
3. Faculty who fails to return network assigned equipment will be held accountable for missing equipment unless the equipment has been reported stolen and a police report has been turned in

Termination or resignation collection procedure

1. Network property should be collected and reassigned to a designated custodian* when notice of resignation or termination is received or given to any network employee

* Custodians are designated by the principal at the school site

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