

REGULATION GUIDE

PROPERTY
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Loan of School Equipment
Missing or Stolen
June 21

R 7520-Loan of School Equipment Missing or Stolen

Equipment purchased by the Board of Education is intended for support of the educational program.

The Superintendent shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Appropriate teaching staff shall properly supervise equipment use during school hours. Principals and other administrators shall be responsible for equipment, supplies, and other materials in their buildings or areas of responsibility.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the Superintendent. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return. The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment. The Board may request that parents/guardians and staff pay a fee to be used for the Board to purchase insurance for loaned devices. If the user of district-owned equipment makes a contribution toward insurance for the device, their liability for any damage or loss occurring to the equipment during the period of its use shall be reduced by that amount.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Principal or School Business Administrator/Board Secretary is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Policies and procedures for lost or stolen equipment by a staff or student are:



Stolen Devices:

1. The staff/student files a stolen device report with the Police Department in municipality WHERE device was stolen.
2. Staff/student reports stolen device to main office along with a copy of the police report or case#.
3. Office of the staff/student completes a district stolen/lost property report, notifies SRO, and generates a technology ticket including *both reports*.
4. Once a ticket is generated w/ reports technology will enable LoJack and begin recovery.
5. Technology will provide PD with make, model, serial#, asset tag# and value for updated police report.

Missing or Lost Devices:

1. Staff/student reports missing/lost device to main office.
2. Office of the staff/student completes district stolen/lost property report.
3. Office of the staff/student opens a technology ticket with the stolen/lost property report.
4. Technology will attempt to assist by tracking last known location using LoJack software.
5. If located/found by Technology or student, ticket will be closed.
6. If cannot be located, student/staff will report stolen to SRO and follow stolen device procedure step 1 and attach police report to existing technology ticket.

Transferred\Departing Students

1. PowerSchool notifies via email building secretaries & guidance as student has departed district.
2. Building guidance and or secretaries are responsible for contacting the student or parent to return the equipment within 10 days.
3. After 10 days device is considered stolen, follow stolen device procedure steps 3 & 4.

AWOL Students

1. Once deemed AWOL, building guidance and or secretaries are responsible for contacting the student or parents to return the equipment within 10 days.
2. After 10 days device is considered stolen, follow stolen device procedure steps 3 & 4.

Departing Staff:

1. Prior to departure each building is responsible for collecting fobs and all computer equipment.

2. **If device has left school grounds, building guidance and or secretaries are responsible for contacting the staff member to return equipment within 10 days.**
3. **After 10 days device is considered stolen, follow stolen procedure steps 3 & 4.**

Financial Responsibility:

Any damage or loss not covered by the Annual Non-refundable Mandatory User Fee will result in a fine for the Staff/Student and their parent/guardian, based on current pricing. Failure to return the Staff/Student Laptop, its carrying case, or its charger at the end of the school year will also result in a fine for the missing device or equipment.

1. **Fines must be paid prior to the Staff/Student being reissued new equipment.**
2. **Failure to pay fines will result in the exclusion of the student from all extracurricular activities including but not limited to interscholastic sports, clubs, dances, and other school-wide extracurricular activities.**
3. **Fines will be assessed to Staff/Student either as follows or at the current replacement cost for the item:**
4. **Charger lost or destroyed = \$50 or current replacement cost**
5. **Carrying case lost, destroyed, or severely damaged = \$150 or current replacement cost**
6. **Lost or stolen laptop = \$100 with police report / \$1,000 (or current replacement cost) without police report**
7. **Destroyed / severely damaged laptop = \$1,000 or current replacement cost**

Adopted: