

Technology equipment is the property of the School District, not individual departments or schools, nor students or their families, and is to be used for the maximum benefit of the greatest number of students and staff. The Technology Director, along with the Principal/designee, shall be responsible for the coordination and use of all equipment and shall provide inventory controls. The Technology Director shall maintain a list of costs associated with damage or replacement of equipment.

Lost or Missing Technology:

The District will utilize various technologies to assist with the inventory control/management of its technology (devices and software).

The District will make every effort to recover lost or missing equipment/devices using any and all information from its available systems. The District will also use any and all available options from its available systems (i.e., remote disablement). Staff and students should report lost or missing devices as soon as possible. Staff and students are expected to fully cooperate with school administrators with the recovery of lost or misplaced technology equipment/devices.

For technology that costs equal to or greater than \$250, the District will make every effort to contact (email, phone call, and/or letter) the last assigned user and/or last known user of the lost/missing device before considering the loss as theft.

Adopted: 3/1989

Revised: 6/1995, 2/2011, 5/2025

Related Policies: 2295 (GBEF), 6030 (GBEFF), 2292 (JICMM)