

Michelle Benham
Technical Services Supervisor

15802 North Parkview Place
Surprise, Arizona 85374
Phone: 623.876.7180
Fax: 623.876.7046
michelle.benham@dysart.org

www.dysart.org

TO: Evan Allred, Office Managers, Principals, Assistant Principals
FROM: Michelle Benham
DATE: July 2007
RE: Campus Laptop Inventory Procedures

Inventory of Campus Laptops

All laptops for a campus should be physically designated as assigned to that campus (with a campus generated barcode sticker) and inventoried electronically in the library tracking software (Circulation Plus or Destiny). The information that should be inventoried is as follows:

- Manufacturer's asset tag/serial number (from barcode)
- DUSD asset tag number (from barcode, if applicable)
- School asset tag number (from barcode, if applicable)
- Check out date
- Due date
- Staff member responsible for laptop (who it is checked out to)
- Accessories (power cable, mouse, carrying case, etc. as applicable)
- History of when the asset was added to campus inventory and who has checked it out in the past
- Signed Loan of Property form

This information should be available electronically for audit purposes at any time during the school year, and IT staff members should know who is responsible for maintaining the inventory on each campus. Laptops determined to be stolen at any time should be reported immediately to law enforcement and then to the IT Helpdesk. IT will need the manufacturer's asset tag number, police report number, and the last date the laptop was known to be in possession of school personnel as well as details of the theft.

Dissemination of Campus Laptops

Laptops should be checked out to a specific staff member for use in their classroom. The duration of checkout should be tracked electronically in the library circulation software (Circulation Plus or Destiny), whether the laptop is being checked out for a week or an entire school year. Staff members need to be advised that they are responsible for the care and security of the laptops checked out to them and should take appropriate measures to ensure their safe handling and security. In addition, staff members need to have signed Loan of Property forms on file with their school.

Classroom Use of Campus Laptops

Classroom procedures for the use and storage of laptops should be communicated with students and enforced. Technical problems with the laptops should be reported directly to the IT Helpdesk by the staff member who is using the laptops, most likely the same individual to whom they are checked out (not via other school personnel). The following are some general guidelines that will extend the usable life of the laptops:

- Secure the laptops when not in use (keep unattended classrooms locked).
- Charge batteries regularly and use power cable when possible (to extend the life of the battery).
- Keep power cable clear from walkways and chair legs.
- Always pick up the laptop from the base of the laptop; do not grab the screen.
- Do not use or store laptops near liquids.

Collection of Campus Laptops

At the end of the school year, all laptops need to be checked back in for the purpose of inventory and maintenance. Electronic records need to reflect the collection of all laptops and any laptops discovered to be missing should be investigated and reported as stolen, if applicable. After the laptops have been checked in for one week, staff may have the option of checking out a laptop for the summer break at the discretion of the administration and with a signed Loan of Property form.

Support of Campus Laptops

IT will ensure that laptops are maintained in working order with necessary software installed and configured by imaging laptops yearly and by providing support for laptops which need repair due to hardware or software malfunction. Problems must be reported by the user directly to the IT department via the IT Work Order system or the IT Helpdesk. If damaged due to negligence or vandalism, the cost to repair a laptop not covered under warranty would be the responsibility of the school or individual, as applicable. Replacement of missing laptops, power cables, mice, etc. would also be the responsibility of the school. IT will replace batteries in laptops after two years of use.