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TO: Evan Allred, District Office Administrative Secretaries

FROM: Michelle Benham

DATE: 2007-2008 School Year

RE: District Office Laptop Inventory Procedures

Inventory of District Office Department Laptops

All departments will maintain electronic records of the laptop inventory of their department. 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)
- Check out date
- Due date (if applicable)
- 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 department inventory and who has checked it out in the past
- Signed Authorization for 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.

Dissemination/Collection of Laptops

Laptops should be checked out to a specific staff member for use in their work assignment. The duration of checkout should be tracked electronically, whether the laptop is being checked out for a week or indefinitely. 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 department.

When a laptop is no longer being used by an individual, or they leave employment with the district, the laptop should be returned to the department. If necessary, the department should request (via an IT work order) that the laptop be re-imaged for use by the next user.

Laptop Care and Security

Technical problems with laptops should be reported directly to the IT Helpdesk by the staff member who is using the laptop. The following are some general guidelines that will extend the usable life of the laptops:

- Secure the laptops when not in use

- 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.

If damaged due to negligence or vandalism, the cost to repair a laptop not covered under warranty would be the responsibility of the department or individual, as applicable. Replacement of missing laptops, power cables, mice, etc. would also be the responsibility of the department.

Laptops determined to be stolen at any time should be reported immediately to law enforcement and then to the IT Helpdesk and Business Services. 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.