

School District of Philadelphia

Policy and Procedures

Subject:	Personal Property Security
Classification:	Removal of Microcomputers from School Buildings
Date Issued:	May, 1990
Policy Number:	750.1
Issued by:	OFFICE FOR SCHOOL OPERATIONS
Supersedes:	New
Review Before:	As needed

- I. There may be occasions when a principal wishes to sanction the removal of a microcomputer from a school by a teacher. The decision to allow the temporary removal of a microcomputer should be in accordance with the following:
 - A. Principals may encourage teachers to remove microcomputer systems for the summer or for an extended vacation period provided that the teachers agree, in writing, to assume full responsibility for the return of the equipment in the condition in which it left the school building. Under no circumstance will the School District permit the use of this equipment for any purpose other than for the enhancement of an individual teacher's skills or for the preparation of instructional materials for the ultimate benefit of the students of the School District of Philadelphia.
 - B. In general, the removal of equipment during periods when school is in session should be discouraged. There may be times, however, when a principal determines that it is necessary for a teacher to remove a computer on a short-term basis in order to adequately prepare material for use with students. AT such times, a written justification for the removal of the equipment shall be required from the teacher. No more than one microcomputer may be removed from a laboratory at any given time while school is in session.
 - C. Regardless of the circumstances, when a computer system is removed from a school building, a copy of the attached form must be completed by the teacher and retained by the principal. Each component of the system shall be listed separately on this form. No computer or component is to be loaned unless there is insurance against fire, theft and casualty losses provided to the principal.
 - D. Equipment shall not be removed from sites designated as staff training centers when required for such programs.