

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PROPERTY

TITLE: COMPUTERS AND PORTABLE  
COMPUTING DEVICES

ADOPTED: August 21, 2014

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">717.1. COMPUTERS AND PORTABLE COMPUTING DEVICES</p> <p>The School District of Philadelphia may, in its sole discretion, provide computers and laptop computers or other hand-held or similar computing devices to certain employees or students for the express purpose of enhancing the instructional program and operational efficiency of administrative and school-based activities. The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by officials, staff, students and other authorized persons within the school district.</p> <p>The term <b>portable computer</b> shall mean and be inclusive of any laptop computer, computer tablet, hand-held device or any similar personal computing equipment that is specifically designed to be easily transportable and mobile.</p> <p>The term <b>desktop computer</b> shall include any computer or computing equipment that is specifically designed to be stationary, possibly requiring an external monitor and/or other peripherals for proper use.</p> <p>A <b>computing device</b> shall include any portable computer, desktop computer or similar technology equipment that is designed for end-user personal computing, information processing or information consumption.</p> <p>The appropriate Chief administrator, i.e., the Superintendent and those senior administrators reporting directly to the Superintendent, in addition to the General Counsel and Chief of Staff of the School Reform Commission, shall designate an official to administer the implementation and issuance of computing devices within their respective divisions subject to the following guidelines, which shall be made known to all appropriate officers, directors, managers and all other district personnel.</p> <p>The official designated by each appropriate Chief administrator to oversee the implementation of this policy and issuance of all such computing devices within each respective division shall:</p> <ol style="list-style-type: none"> <li>1. Maintain direct oversight of the inventory of equipment, service contracts, and internal controls for all computing devices; and</li> </ol>
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<p>4. Guidelines Pol. 317, 624, 815</p>	<p>2. Ensure compliance with and fully enforce the specifications of this policy and other School Reform Commission policies and administrative procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computing devices under their direct control and supervision.</p> <p>The Superintendent and Chief Information Officer shall by mutual agreement, be permitted to except any provision contained within this policy provided that such exception is deemed a critical operational necessity.</p> <p>All employee desktop computers and portable computers shall be used for the sole and express purpose of conducting official business and supporting the functions of the school district. Use of all such devices is subject to SRC policy.</p> <p>An employee may be issued a desktop computer or portable computer for the performance of specific job-related duties and responsibilities only if the:</p> <ol style="list-style-type: none"><li>1. Employee is in a full-time position and has an active employment status; and</li><li>2. Employee's job-related duties and responsibilities require regular and systematic use of a computing device; or</li><li>3. Employee is required to perform the majority of his/her duties away from his/her primary work location; and</li><li>4. Employee has a frequent or regular need to perform a significant portion of his/her duties during off-hours and on weekends necessitating the need for issuance of a portable computer.</li></ol> <p>An employee shall be issued either a desktop computer or a portable computer for the performance of their duties, but not both. Exceptions to this policy must be reviewed and approved by the Chief Information Officer or designee before an employee is issued multiple computing devices or unless the employee has an employment contract that specifies otherwise.</p> <p>Persons not directly employed by the school district including, but not limited to, volunteers, retired employees, employees hired on a per diem basis or consultants, or employees on extended leave or with an employment status of inactive shall not be eligible for the issuance of any computing device.</p>
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<p>SC 2401 Pol. 619, 815</p> <p>Pol. 317</p>	<ol style="list-style-type: none"><li>2. Obtain an official police report documenting the theft or loss; and</li><li>3. Provide a copy of the police report to his/her immediate supervisor and Chief representative.</li></ol> <p>Should a student's computing device be lost or stolen, the student and/or student's parent or guardian must:</p> <ol style="list-style-type: none"><li>1. Immediately report the incident to his/her teacher and principal;</li><li>2. Obtain an official police report documenting the theft or loss; and</li><li>3. Provide a copy of the police report to his/her teacher and principal.</li></ol> <p>The district may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the district. Other audits may be performed on the usage and internal controls of computing devices subject to the Public School Code and SRC policy.</p> <p>Failure to comply with any SRC policies or administrative procedures regarding the use and handling of computing devices issued by the school district shall result in appropriate disciplinary action and/or reimbursement of any and all associated costs.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 2401</p> <p>School Reform Commission Policy – 317, 619, 624, 815</p>
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