

Lost, Stolen, or Damaged Laptop Guidelines

In accordance with SRC Policy, employees and students are responsible for equipment for district equipment in their possession. SRC Policy 717.1 states that employees and students “will be held legally and financially responsible to the district for the replacement and/or repair of computing devices that have been issued to him/her.”

When a laptop is stolen the employee must do the following:

1. Immediately report the incident to his/her immediate supervisor and Chief representative (i.e. principal or office administrator) who files a serious incident report;
2. Obtain an official police report documenting the theft or loss;
3. Provide a copy of the police report to his/her immediate supervisor and Chief representative (i.e. principal or office administrator); and
4. If the device cannot be recovered, the employee will be responsible for the depreciated value of the device as determined by General Accounting.

When a laptop is lost the employee must do the following:

1. Immediately report the incident to his/her immediate supervisor and Chief representative (i.e. principal or office administrator) who files a serious incident report; and
2. If the device cannot be found, the employee will be responsible for the depreciated value of the device as determined by General Accounting.

When a laptop is damaged the employee must do the following:

1. Immediately report the incident to his/her immediate supervisor and Chief representative (i.e. principal or office administrator) who files a serious incident report;
2. Attempt to repair the device by an authorized service provider; and
3. If the device cannot be repaired, the employee will be responsible for the depreciated value of the device as determined by general accounting.

Employees are financially responsible for replacing lost, stolen, or damaged equipment, however District policy mandates that employees are only responsible for the depreciated value of the equipment. The depreciated value of the equipment is determined by the price listed under the personal property report (PPIS) and the age of the equipment. All technology equipment is a 5 year life. District policy for computation of depreciation is shown below.

Age of Device	Replacement Cost
Devices 1 year old or less*	Purchase price minus 10%
Devices 2 years old*	Purchase price minus 30%
Devices 3 years old*	Purchase price minus 50%
Devices 4 years old*	Purchase price minus 70%
Devices 5 years old*	Purchase price minus 90%
Devices 6 years and older*	Obsolete

**Device age is dependent on purchase date and the depreciated value should be determined by rounding the age of device to the nearest full year.*

Example: For a computer which is listed on the PPIS report at a price \$1,360, and is stolen when it is 2 years old, the employee will be responsible for the depreciated value of the computer, \$952.

Once a principal or office administrator has confirmed the depreciated value for any lost, stolen, or damaged equipment with General Accounting, please reach out to Employee Relations in order to have the employee reimburse the school for the value of any equipment. The contact information for Employee Relations can be found [here](#). If an employee is unable to pay the entire amount, a payment plan can be determined based on payroll deductions from the employee's paycheck.

REMINDERS

Required Documentation for Assigning technology to an Employee

The immediate supervisor and Chief representative (i.e. principal or office administrator) is responsible for completing and maintaining a copy of Form S-800, Property Removal Pass, found on the District's website if permission is granted for the items removal from the building.

Personal Property System Maintenance

Each school or office is responsible for maintaining their personal property inventory in the Personal Property Inventory System (PPIS) which is part of the District's financial accounting system (Advantage) and must remove the item from their inventory in the system. A copy of the Serious Incident Report is required to be submitted to General Accounting for final approval to be applied to the personal property disposal (PPD) document in Advantage.