

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 717.1

Section: Property

Title: Computers and  
Portable Computing  
Devices

Adopted: August 21,  
2014

Revised: September 19,  
2019

717.1 Computers and Portable Computing Devices

**Purpose**

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.

**Authority**

The School District of Philadelphia (“District”) may, in its sole discretion, provide desktop computers and portable 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.

**Definition**

For the purposes of this policy the following phrase shall have the following meaning:

**Portable computer** - any laptop computer, computer tablet, hand-held device or any similar personal computing equipment that is specifically designed to be easily transportable and mobile.

**Desktop computer** - any computer or computing equipment that is specifically designed to be stationary, possibly requiring an external monitor and/or other peripherals for proper use.

**Computing device** - any portable computer, desktop computer or similar technology equipment that is designed for end-user personal computing, information processing or information consumption.

### **Delegation of Responsibility**

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 Board of Education (“Board”), 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.

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:

1. Maintain direct oversight of the inventory of equipment, service contracts, and internal controls for all computing devices; and
2. Ensure compliance with and fully enforce this policy and other Board 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.

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.

### **Guidelines:**

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 District. Use of all such devices is subject to Board policy. [1][2]

An employee may be issued a desktop computer or portable computer for the performance of specific job-related duties and responsibilities only if the following apply:

1. Employee is in a full-time position and has an active employment status; and
2. Employee’s job-related duties and responsibilities require regular and systematic use of a computing device.

An employee may be issued either a desktop computer or a portable computer for the performance of their duties, but not both. Exceptions to this restriction must be reviewed and approved by the Chief Information Officer or designee unless the employee has an employment contract that specifies otherwise.

Persons not directly employed by the District including, but not limited to, volunteers, retired employees, employees hired on a per diem basis, or employees on extended leave or with an employment status of inactive shall not be eligible for the issuance of any computing device.

A student of the District may be issued a portable computer for the specific purpose of fulfilling their instructional program provided that the student is actively enrolled in a District school or program, and that the school issuing the device has developed an approved comprehensive plan for parental approval, distribution, inventory tracking, maintenance, monitoring and responsible use of computing devices issued to students. Any plan for the issuance of computing devices to students must be approved by the Chief Information Officer or designee.

When issued to an individual employee, computing devices are considered the property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the District, after reassignment of job duties or immediately upon request at any time by a District official. Employee computing devices shall appear on the organizational unit's Personal Property Inventory List. [3]

When issued to a District student, computing devices are considered the property of the school to which the student is assigned and shall be returned upon leaving active status from the District, after reassignment to a different school or immediately upon request at any time by a school or District official. Student computing devices shall appear on the school's Personal Property Inventory List. [3][4]

All computing devices owned and issued by the District to employees or students may include the District's software image and any such additional software installed for specific administrative tasks or specific District supported instructional programs. The installation of any other software images or applications on such devices is prohibited absent advanced authorization from the Chief Information Officer or designee. Installation of software not explicitly owned or approved by the District shall remain the legal and financial responsibility of the employee or student. [1]

Employees and students are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of computing devices. Such measures include, but are not limited to, storing computing devices in a locked and secured location when not in

use, refraining from leaving computing device unattended in public areas or classrooms, and keeping all foods and beverages away from computing devices and equipment.

In the event of loss, theft, damage and/or unauthorized use of computing devices, the assigned employee/student will be held legally and financially responsible to the District for the replacement and/or repair of the computing device issued to the employee/student.

Should an employee's computing device be lost or stolen, the employee must:

1. Immediately report the theft or loss to their immediate supervisor and Chief representative;
2. Obtain an official police report documenting the theft; and
3. Provide a copy of the police report to their immediate supervisor and Chief representative.

Should a student's computing device be lost or stolen, the student and/or student's parent or guardian must:

1. Immediately report the incident to the student's teacher and principal;
2. Obtain an official police report documenting the theft ; and
3. Provide a copy of the police report to the student's teacher and principal.

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 Board policy. [1][4]

Failure to comply with any Board policies or administrative procedures regarding the use and handling of computing devices issued by the District shall result in appropriate disciplinary action and/or reimbursement of any and all associated costs. [5]

**Legal References:**

[1] Policy 815. Acceptable Use of Internet, Technology and Network Resources

[2] Policy 624. Capital Asset Policy

[3] Policy 706.1. Property Records

[4] Policy 224. Care of School Property

[6] Policy 317. Conduct/Disciplinary Procedures