

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 717.1

Section: 700 Property

Title: District-Issued
Computers and Portable
Computing Devices

Adopted: August 21, 2014

Revised: June 29, 2023

717.1 DISTRICT-ISSUED COMPUTERS AND PORTABLE COMPUTING DEVICES

Purpose

The purpose of this Policy is to establish general guidelines for the issuance and utilization of all District-issued computers and portable computing devices by officials, staff, students, and other authorized persons within the School District of Philadelphia (“District”).

Authority

The Pennsylvania Public School Code permits the Board of Education (“Board”) to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the provision and use of District computing devices to employees, officials, students, or other authorized personnel for the express purpose of enhancing the instructional program and operational efficiency of administrative and school-based activities.[1]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Information Technology and Data Management, to create and maintain Administrative Procedures regarding the procurement, acquisition, administration, implementation, and issuance of computing devices.

Mandatory Regulatory Procedures

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 Policy 815 - Acceptable Use of Internet, Technology, and Network Resources.[2]

When issued to an individual employee, computing devices are considered the property of the District 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.

When issued to a District student, computing devices are considered the property of the District and shall be returned upon leaving active status from the District or immediately upon request at any time by a school or District official.

Officials, staff, other authorized personnel, and students are expected to use reasonable care to prevent the loss, theft, damage and/or unauthorized use of computing devices.

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][3]

Failure to comply with any Board policies or Administrative Procedures regarding the use and handling of computing devices issued by the District may result in appropriate disciplinary action and/or reimbursement of any and all associated costs.[4]

Legal References:

1. 24 P.S. § 5-510
2. Policy 815 - Acceptable Use of Internet, Technology and Network Resources
3. Policy 224 - Student Care of School Property
4. Policy 317 - Employee Conduct and Reporting Requirements

Related Information:

[Administrative Procedures for District-Issued Computers and Portable Computing Devices](#)