

Administrative Procedures for District-Issued Computers and Portable Computing Devices (Attachment for Policy No. 717.1)

Purpose

These Administrative Procedures are directed to employees, contractors, and students who are assigned a portable computing device by the School District of Philadelphia (“District”). The goal is to provide clear expectations to all parties regarding the use and care of these devices. The District’s responsibility is to assign a computing device under Policy 717.1 - District-Issued Computers and Computing Devices. As such, the Office of Information Technology and Data Management (OITDM) is responsible for procurement/acquisition, distribution, tracking, and inventory processes, and repair and replacement as deemed necessary (in line with our replenishment practices with regard to student chromebooks).

Definitions

Computing device: Includes but is not limited to any laptop computer, desktop computer, Chromebook or similar technology equipment that is designed for end-user personal computing, information processing or information consumption.

Procedures

Procurement and Acquisition of Computers/Computing Devices

- OITDM purchases, pursuant to procurement policies, all staff and student computing devices.
- OITDM approval is required for any other computing device purchases initiated by a District school or program office. Purchasing requests are evaluated by OITDM using the District’s ERP System (Oracle).
- OITDM approval is required for any computing device donations and compliance with fundraising and donation policies is also required.
 - Donations that will not be accepted:
 - Used equipment
 - Student or staff computers donated from a third party
 - All other requests should be sent to the IT Help Desk for review.

Staff Computers

Office of Information Technology and Data Management Responsibilities

- **Assignment of Computers**
 - An employee may be issued only one portable computing device - a desktop computer or laptop computer - for the performance of their duties, but not both. Exceptions to this restriction must be reviewed and approved by the Chief Information Officer (CIO) or their designee. If an employee has a legal accommodation that specifies otherwise, the CIO will review the same.
 - Staff Laptop Eligibility
 - Central Administration: The majority of Central Administration staff will be assigned a laptop given that their job related duties require the regular and systematic use of a computer.
 - School-based Staff: Staff with the titles listed [here](#) will be assigned a laptop given that their job related duties require the regular and systematic use of a computer. Laptop distribution is incorporated into the onboarding process.
 - Contractors meeting specific requirements may be issued a District laptop computer or desktop computer for the performance of their duties while contracting with the District.
 - To be issued a District computing device, the contractor must be properly reviewed and entered by Talent in the District's Human Resources system.
 - Device pick-up and return will be completed in the 440 Education Center. The program office or contractor's employer will be responsible for any shipping expenses if the contractor is unable to access the 440 Education Center.
 - Laptops will be assigned directly to each staff member. If the staff member changes departments or schools, the laptop remains with the staff member.
 - In cases where updated job responsibilities require a particular computer type and/or configuration, a new computing device may be issued and the current device would be returned to OITDM.
- **Inventory Management of Staff Computers**
 - OITDM is responsible for managing all staff assignments in the District's Computer Inventory System. Therefore, these laptops will not be part of a school or department assigned inventory
 - When advanced notice of separation is provided to the School District, OITDM will notify individuals via email of the need to return the device per the agreement signed.
 - If an individual fails to return the device, the residual value will be deducted from their term pay.

- Each program office or school should take actions in conformity with Policy 800 - Records Management, its Administrative Procedures and and protocols developed in conjunction therewith when an employee leaves the District.
- **Training and Supports**
 - Google Workspace Support
 - Trainings to support Google services, including email (Gmail), calendar, Google Classroom, and Google Drive, are open to all staff. Training sessions can be found in the Performance and PD Management System in the Employee Portal.
 - Offices seeking team or department trainings are invited to contact the Educational Technology department by emailing edtech@philasd.org.
 - Gmail (Google Email) and Google Calendar steppers and videos can be found at philasd.org/google

Staff Responsibility of Assigned Computers

- At time of distribution, staff are required to sign a digital agreement that documents expectations for computing device management and care. Staff members can access their signed agreement through the Employee Portal.
- Staff are expected to use reasonable care to prevent the loss, theft, damage and/or unauthorized use of computers. Such measures include, but are not limited to, storing computers in a locked and secured location when not in use, refraining from leaving laptops unattended in public areas, vehicles, or classrooms, and keeping all foods and beverages away from computing devices and equipment.
- Staff who choose to take their District-issued computers home at night are responsible for bringing them to work each day. OITDM does not guarantee that a loaner will be available if the computer is forgotten at home.
 - School-based staff should inquire about a loaner device in their buildings.
 - Central Administration staff should open a HelpDesk ticket to determine if a loaner computer is available.
- Staff not assigned a computer who may temporarily require access to one for a training or other need should be lent a Chromebook from the existing pool used for student distribution.
- **Computer Theft**
 - In instances of theft where reasonable care has been taken, the staff member will not be held financially responsible.
 - In instances of theft where reasonable care was not taken, the staff member will be held financially responsible.
 - Once a replacement device is available, the staff member will be responsible for picking up it from the Education Center.

- **Reporting Procedures:**
 - Theft on District property requires a serious incident report to be submitted to the staff member's immediate supervisor. An official police report is required.
 - Theft at any other location requires an official police report documenting the theft. A copy must be submitted to their immediate supervisor.
 - All instances of theft must be reported to the IT Help Desk immediately and include the relevant serious incident report number and/or police report number.
- **Computer Loss**
 - In instances where a staff member loses their staff laptop, the staff member will be held financially responsible.
 - Staff will not receive a replacement laptop until arrangements to pay the depreciated value of the lost device have been made.
 - When needed to support job responsibilities, a loaner device may be provided.
 - School based staff can borrow a chromebook or other available device at the school
 - Central administration staff will be issued a loaner device from OITDM.
 - Once a replacement device is available, the staff member will be responsible for picking up it from the Education Center.
 - **Reporting Procedure:** All instances of lost staff laptops should be reported to the IT Help Desk.
- **Computer Damage**
 - District computing devices purchased by OITDM include warranty and repair coverage. Damage beyond this coverage may be the responsibility of the staff member or their employing department, depending on the factual circumstances (i.e. number of time devices have been previously damaged).
 - Staff can refer to this website to get information regarding the staff laptop program including repair: philasd.org/stafflaptops

Shared Devices Utilized in Instructional and Other Settings

- Schools and Offices are responsible for the management of their shared device inventory in the District's computer inventory system.
- Schools and Offices must submit yearly computer inventory.
- In the event of theft, the school administrator or their designee must:
 - Immediately report the theft or loss to the Office of School Safety via a serious incident report;
 - Obtain an official police report documenting the theft; and

- Provide the serious incident report documenting the theft and a copy of the police report to the IT Helpdesk in order to remove the stolen equipment from the school's inventory.

Student Computers

Office of Information Technology and Data Management Responsibilities

- OITDM will provide schools with a Chromebook for every student plus an additional 10% inventory based on school enrollment in the Student Information System (SIS) to provide enough replacements for lost, stolen, and damaged Chromebooks.
- OITDM will provide monthly services to pick up damaged devices and provide replacement devices. Replacement devices support keeping a school computer inventory that is 110% of the school's enrollment based on the data from each school-managed computer inventory and SIS enrollment.
 - Details about current Chromebook Exchange Program:
 - ☐ SY22-23 Chromebook Exchange Program

School Responsibilities

- Assign every student a chromebook in the inventory system
- Update the computer inventory system to reflect changes made in student assignments due to damage, loss, or theft
- Submit yearly computer inventory report
- Provide adequate charging and storage solutions
- Use the District's Student Code of Conduct to address students who have chronic issues with Chromebook usage and care
- Communicate expectations, including how to exchange a damaged device or replace a lost device, to staff and families
- Please see the detailed guidance found [here](#) for more information

Student/Parent/Guardian Responsibilities

- If schools send the Chromebook home, students and families shall return the Chromebook to school each day
- Students and families are expected to use reasonable care in maintaining the Chromebook and charger.
- Sample family letter: ☰ Chromebook Letter for families

Maintenance Schedule

These Administrative Procedures shall be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

Related Information:

[Policy 702 - Grants, Gifts, Donations, and Student Fundraising](#)

[Policy 702.2 - Fundraising and Crowdfunding](#)

[Example Chromebook Letter for Families](#)

[Acceptable Use Policy](#)

[Student Code of Conduct](#)

[Employee Code of Ethics](#)

[SY22-23 Chromebook Exchange Program](#)