Technology Equipment Damage, Loss, Theft Procedures and Policy

Process Overview

May 9, 2011
CTO Office

1. Technology equipment is damaged, lost or stolen.
   a. Report to responsible staff
   b. Staff reports damage/loss/theft to equipment “owner” (Principal/Dept. Mgr)
   c. Owner provides Loss/Damage Form
   d. Staff files Police Report

2. Staff reporting equipment damage, loss, or theft;
   a. Notifies local security resource officer (SRO) providing police report number
   b. Files Equipment Loss/Damage form to HR risk management
   c. Obtains copy of police report and submits it the HR Risk Management within 30 days of initial report

3. Local Security Resource Officer;
   a. Investigates damage, loss, theft reports
   b. Prepares security incident report
   c. Notifies IT/HR/Fixed Assets of findings
   d. Coordinates administrative and police response

4. HR Risk Management;
   a. Receives all required reports within 30 days of incident
   b. Determines Staff/Owner culpability for damage/loss/theft
   c. Provides replacement funds for equipment
   d. Determines completeness of staff filings
   e. Deducts equipment replacement funds from staff salary/severance if appropriate

5. Information Technology Services;
   a. Provides replacement equipment
**What:** Damaged, Lost, or Stolen Technology Equipment Reporting Procedure.

**When you consider technology equipment damaged, lost, or stolen:**

1. Obtain and complete the **KCMSD Loss/Damage Reporting Form** from your principal, department manager, or the employee portal within 1 business day.

2. Start the DAMAGED, LOST, STOLEN technology equipment reporting process
   
   b. Notify KCMSD Security Dept. of loss and provide police report number.
   c. Submit completed KCMSD Loss/Damage Reporting Form to Human Resources Risk Management.
   d. Obtain copy of police report ($10.00 fee) and submit it to Human Resources Risk Management. (within 30 days of initial loss report)
   e. Security notifies ITS/HR/Fixed Assets
   f. Fixed Assets Reports lost laptop to Computrace
   g. Computrace/ITS tracks laptop remotely
   h. ITS can freeze, message, and otherwise communicate with the lost or stolen equipment.
   i. All forms and procedures (Police Report/Loss-Damage Report) must be submitted to ITS within 30 days or the lost/damaged equipment becomes a personnel matter and HR issues letter to teacher
   h. Equipment Owner/HR-Risk Management/Computrace provides replacement funds for DAMAGED, LOST, STOLEN technology equipment.

3. Individuals who have not provided Police Report/Lost Stolen Laptop Report will have replacement funds deducted from salary/severance by HR.
4. If the District is not able to recover funds and you have not followed the above procedures, you are 100% liable for the replacement cost of the laptop.

It is KCMSD policy that the user and/or the user’s department will be responsible for LOST, STOLEN, or DAMAGED equipment and media that has been scheduled for their use. Each staff member, principal and department manager (Equipment Owner) must agree to the following terms: Users are fully responsible for proper care of equipment, including repair or replacement of KCMSD equipment damaged as a result of use. Users must provide adequate security and equipment is to be returned in the same condition as it was before usage.

The primary purpose of KCMSD Technology equipment is to support the instructional needs of students, faculty and staff within the school District. When available, and when it will not impact the District’s needs, equipment may be made available to KCMSD faculty or staff to support research, professional presentations, or other official District functions. It is District policy that the user and/or the user’s department will be responsible for LOST, STOLEN, or DAMAGED equipment and media that has been scheduled for their use.

When equipment used on campus or taken off campus, is LOST, STOLEN, or DAMAGED the user and/or user’s department will pay all replacement or repair costs. The cost for replacing equipment that is accidentally DAMAGED or LOST:

- Full replacement value of the equipment if LOST, STOLEN, or DAMAGED beyond repair.
- Full replacement value of such items as adapters, extension cords, carrying cases and all other accessories.
- Parts for items that Information Technology Services is able to repair or parts and labor for those repairs done outside of District Information Technology Services.

It is recommended that you check with your Principal/Department Manager (Equipment Owner) to determine if the department is willing to
cover any potential costs or whether it will be your responsibility. If you have homeowner’s insurance, that policy may cover part, or all, of the costs. In the case of negligent damage, intentional damage, or multiple occurrences of damage to technology equipment, parents/guardians or staff members are responsible for the total cost of equipment repair or replacement.

**Technology Equipment Vandalism** – Intentionally DAMAGING technology equipment (Vandalism) may result in the cancellation of privileges, and/or other discipline, up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy data of another end-user or organization, irresponsible behavior in and around computing equipment, hacking and physical damage to any network component, or as otherwise defined by law. KCMSD reserves the right to recover its expenditures associated with a vandalism incident in accordance with Missouri laws and KCMSD Policy.

When equipment used on campus is LOST, STOLEN, or DAMAGED the user and/or user’s department will pay all replacement or repair costs.

**Costs** - The cost for replacing equipment is:

- Full replacement value of the equipment if LOST, STOLEN, or DAMAGED beyond repair.
- Full replacement value of such items as adapters, extension cords, carrying cases and all other accessories.
- Parts for items that KCMSD staff is able to repair or parts and labor for those repairs done outside of KCMSD.

It is recommended that you check with KCMSD to determine if the department is willing to cover any potential costs or whether it will be your responsibility. If you have homeowner’s insurance, that policy may cover part, or all, of the costs.

**Consequences** - Violations of any of the rules listed above will be handled in accordance with the KCMSD Discipline Policy. In certain instances, consequences may include:
* Suspension from class
* Suspension from school
* Loss of computer network access and/or technology equipment usage.
* Replacement/Repair cost
* Legal action

Also, please be advised that users, or their parents or guardians, may be held financially responsible for the damage of technology equipment or for any unauthorized financial commitments made through the Internet. All rules in the sections above apply wherever technology equipment is being used. Students and staff are responsible for the care of their technology equipment. Property Loss and Damage through vandalism should be treated the same.

If the item is new and still under warranty, the old tag is taken off the damaged piece of equipment and retired from the database, and the new replacement item is freshly tagged and the new tag number is recorded on the database.

If the item is old and longer under warranty, then restitution should be made based on the item's value at the time it was damaged. The overarching principle is “If you break it you buy it.”

The local building security resource officer shall work with the teacher or principal to determine student/staff culpability for equipment damage or loss.

**Technology Equipment Theft** - Technology equipment must be secured in its assigned case while in transit. Do not leave technology equipment in automobiles. Technology equipment cannot tolerate extremes in temperature.

Technology equipment is to be used by the assigned staff member only.

Technology equipment must be recharged before returning to school.
Technology equipment accessories such as power cords must be returned to school every day secured in their cases.

If technology equipment is stolen, the police (816) 234-5100 and the Help desk (816)418-7888 must be notified immediately, in order for the equipment to be traced and disabled. A police report must be filed, in order for the district to file an insurance claim. If you fail to file a police report, you are responsible for the full value of the technology equipment. (Risk Management will follow up with the school SRO or with the Kansas City, Kansas Police Department.)

In the case of theft, the staff member to whom the stolen technology equipment was assigned is responsible for the insurance deductible, if any.