

PURCHASING AND ACQUISITION
DISTRICT ASSETS – TECHNOLOGY DEVICES:

CFBA
(REGULATION)

ACCOUNTING AND INVENTORY OF TECHNOLOGY DEVICES All district employees are responsible for the proper care, safeguard, and safekeeping of all district property. To that end, all district employees must sign for and assume responsibility for any laptop, tablet, I-Pad, radio, digital camera, electronic keyboard, electronic notepad, or any other electronic device that is assigned to them and inventoried by the district.

LAPTOPS, I-PADS, TABLETS, (AND ACCESSORIES, etc.) All laptop computers are property of the Canutillo Independent School District. They are provided to enable employees to perform instructional and administrative tasks as well as integrate technology with the core curriculum. All employees are expected to exercise reasonable care and judgment to prevent damage to and/or theft of laptops under their care. The following procedures for the inventory, issuance, and use of district assigned laptop for employees are to be followed:

1. Laptop computers, tablets, I-Pads, and accessories are to be assigned to employees based on need to perform instructional or administrative tasks as determined by their immediate supervisor. All technology equipment must be properly tagged and inventoried.

2. All employees receiving laptops, tablets, and I-Pads will be required to review and sign the district's "Asset Checkout Use Agreement". This form will be signed upon issuance of the technology equipment to each employee. By signing the document, the employee agrees to notify School Resources Division, Financial Services, and Risk Management if the equipment is lost, stolen or damaged. The "Asset Checkout Use Agreement" will be kept on file at the employee's assigned campus/department and at Financial Services if the asset is a capital asset.

3. All employees must reimburse the district for the replacement value if the technology equipment is stolen or lost. The employee agrees to reimburse the district for any loss or theft of a laptop via payroll deduction. The district will still reserve any rights with respect to subrogation. The employee and employee's supervisor are responsible for reporting the lost or stolen laptop to the School Resources, Human Resources and Financial Services Divisions and provide the inventory serial number as well as filing a police report

4. Should the employee transfer to another campus or leave the district, the technology equipment must remain at the original receiving campus or department. The technology equipment can be

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distributed to another employee for use under the conditions set forth in this regulation and the “Asset Checkout Use Agreement”. For additional information on asset management procedures refer to the CFB Regulation, the manual, or contact Financial Services at 877-7445.

For additional information on Asset Management contact Financial Services at 877-7445.

OTHER
ELECTRONIC
DEVICES

All other devices (digital camera, electronic keyboard, electronic notepad, radios, etc) are property of the Canutillo ISD and are to be tagged and inventoried. They are provided to the employee to perform instructional and administrative tasks. The employee is expected to exercise reasonable care and judgment in order to prevent damage or loss of the equipment. The following procedures for the issuance, inventory, and use of these devices for employees are to be followed:

1. These devices are issued at the discretion of the immediate supervisor or program manager in charge of the funding source.
2. All employees receiving the devices will be required to review and sign the district’s “Asset Checkout Use Agreement” if applicable. This form will be signed upon issuance of the device to each employee. The agreement will be kept on file by Financial Services.
3. The employee may be held responsible for the full replacement value of the said device should it be damaged, lost or stolen.
4. The employee and employee’s supervisor are responsible for reporting the lost or stolen device to the Risk Management Specialist in Human Resources, and Financial Services; and provide the inventory serial number as well as filing a police report.
5. All devices are property of the Canutillo ISD. Should the employee transfer to another campus or department, the device must be returned to the campus or department administration before leaving the campus or department.
6. It is the responsibility of the employee to turn in any district devices they have upon termination of their employment with Canutillo ISD.