

Technology Services Assets Management

Device Accountability Guidelines

It is imperative that all CFISD employees are accountable for district technology. By using the appropriate systems and forms from equipment acquisition to disposal, staff will have a record of all assets for which they are responsible.

It is the responsibility of each facility administrator to ensure that the employees under his or her supervision follow these guidelines for acquiring, recording, inventorying, maintaining, and disposing of technology assets.

Stewardship Responsibility

Technology Services Technicians are accountable for stewardship responsibilities of all technology assets under their control. This responsibility includes, but is not limited to:

1. Basic safeguarding and physical security;
2. Complying with district, state, and federal record-keeping;
3. Maintaining assets in good working condition;
4. Using assets safely and properly

Technology Services Asset Department

1. Must maintain the TIPWeb-IT Asset Management System, reviewing for accurate postings of asset transactions.
2. Must review and update inventory records to support Asset Acquisition and Asset Disposition.
3. Must prepare inventory reports to support the accurate accounting of technology assets.
4. Must schedule and perform physical audits of assets at least once a year, as well as periodically perform unscheduled audits.

Technology Services Technician

1. Responsible for recording and maintaining accurate asset records in the TIPWeb-IT Asset Management System.
2. Must exercise stewardship responsibilities over all assets.
3. Must ensure laptops are properly stored and locked in carts overnight. Utilizing cable locks provided by the technology department to secure devices like monitors and desktops.
4. Must create asset records within the TIPWeb-IT Asset Management System for all donated or campus purchased inventory that meet the requirements described above. (Creating asset records for non-required assets is optional unless specified by the funding sources guidelines.)
5. Must request replacement inventory tags for assets immediately upon identification of need.
6. Must update asset records within the TIPWeb-IT Asset Management System when required (i.e. changes to the asset assignment (room, staff or student), changes to the asset location (building), changes to the asset status (lost, stolen, surplus, etc.).
7. Must dispose of technology assets according to the CFISD Asset Disposition Process.
8. Must report lost/missing/damaged technology assets according to the CFISD Lost/Missing Process.
9. Must regularly conduct a physical inventory, verify the existence, condition and location of all technology assets subject to audit, and reconcile in the TIPWeb-IT Asset Management System.
10. Must make all audit finding corrections within 10 business days of notification from Technology Inventory Services.

Employee Accidental or Neglectful Damage of Electronic Devices

1. Employees must execute appropriate and reasonable care of the electronic device assigned.
2. Upon allocation, financial responsibility is accepted by the employee's department regarding replacement of a damaged device. Damage may be the result of accidental or neglectful care.
3. Repeated neglectful damage can result in an alternative device. The alternative device will continue to meet district instructional/administrative standards, but may not be of the same value as the previously assigned device.
4. Must report damage to the technology department and school principal/department head within 24 hours of discovery, including the date and time, in which the damage occurred. The repair or disposal of the damaged device must be serviced by the Technology Services Department.

Technology Services Assets Management

Student Accidental or Neglectful Damage of Electronic Devices

1. Students must execute appropriate and reasonable care of the electronic device assigned.
2. Upon allocation, financial responsibility is accepted by the student's campus regarding replacement of a damaged device. Damage may be the result of accidental or neglectful care.
3. Repeated neglectful damage can result in an alternative device. The alternative device will continue to meet district instructional standards, but may not be of the same value as the previously assigned device.
4. Must report damage to the school principal head within 24 hours of discovery, including the date and time, in which the damage occurred. The repair or disposal of the damaged device must be serviced by the Technology Services Department.

Non-Technology District Employees

1. Must ensure classrooms, computer labs, and offices are locked overnight to secure devices.
2. Must ensure that all equipment is used for approved District purposes and not for personal gain.
3. Must exercise "reasonable care" for equipment safekeeping.
4. Must ensure equipment is in good working condition or equipment maintenance needs are met.
5. Must ensure equipment is assigned/used by a responsible person who has been made aware of his/her respective responsibilities for property and is properly trained in its use and pertinent safety issues.
6. Must ensure equipment is accessible at all time for audit purposes.
7. Must report missing or stolen property to the technology department and school principal/department head within 24 hours of discovery.
8. Must notify technology services to update TIPWeb-IT for site/building/room location change of equipment.
9. Must notify technology services to update TIPWeb-IT for proper removal of equipment
10. Must notify technology services to update TIPWeb-IT if there are changes in custodian and/or end user of equipment.