

# Technology Services Assets Management

## Device Asset Management and Transfers Between Campuses Guidelines

The following device asset management and transfer guidelines are provided in the following.

### **Teachers remaining at the same campus for the 2017-18 school year**

Teachers remaining at the same campus for the 2017-18 school year are encouraged to keep their laptop computer and power cord to utilize during the summer. Teachers will leave their docking station and dongle secured in their classroom. Teachers not wanting to take their laptop computer and power cord for summer utilization can lock the equipment in a securely locked cabinet in their classroom, or request that the campus technician securely store it, or secure it as directed by the principal.

### **Teachers transferring to a new 17-18 campus for the 2017-18 school year**

(Hoover, Wells, Bridgeland, 10<sup>th</sup> grade assignments at Cypress Park)

Teachers transferring to a new campus shown above can surrender the laptop to their current Campus Technician or they can take it with them for use during the summer for training and professional development. Teachers will take the laptop, power cord, docking station, and dongle for use during the summer. Technology Services will work with the current vendor to receive new devices at these campuses before the beginning of the school year. Once the new device is provisioned, the laptop equipment used during the summer will be returned to the Technician or principal's secretary at the new campus and returned to Technology Services for redistribution.

### **Teachers transferring to other campuses for the 2017-18 school year**

Teachers transferring to other campuses will take their laptop computer, docking station, power cords, and dongle for utilization during the summer for training and professional development. Teachers will utilize the equipment in their new assignment during the 2017-18 school year.

### **Teachers transferring to non-instructional positions for the 2017-2018 school year**

Teachers transferring to non-instructional positions for the 2017-2018 school year will be asked to leave their computer at their campus for redistribution to the new staff member. Their laptop device will be provisioned in their new position once they report on contract.

### **Teachers resigning or retiring prior to the 2017-18 school year**

Teachers retiring or resigning should turn in their laptop, docking station, power cord and dongle, before the last work day or as soon as their intent to not return is made.

At Secondary campuses, the equipment should be returned to the Campus Technician. The inventory system should be updated to reflect that the device is no longer in use by the teacher. The device should be placed in a secure area and be reimaged before reallocating along with the power cord, docking station, and dongle.

At Elementary campuses, the equipment should be returned to the Principal Secretary. Principal should request the equipment (laptop, power cord, docking station, and dongle) from the employee as they are requesting badges, keys, and other assigned items. Technology Services will email all secretaries regularly to prepare for pickup of exiting teacher equipment. Devices will need to be reimaged before reallocating. Principal Secretaries can submit an email to [isupport@cfisd.net](mailto:isupport@cfisd.net) requesting pickup at a more frequent interval if they would prefer.

### **Requests for devices for new staff members**

Requests for devices for new staff members can be made by campus administrators through entering an iSupport service request or emailing [isupport@cfisd.net](mailto:isupport@cfisd.net) and stating the employee names and needs.

**Assignment receipts are located in the district inventory management system, TipWebIT. You can contact your campus technician for assignment information. Additional sign-out documentation can be created at the campus's discretion.**

**During the summer, the Customer Care Center is open Monday – Thursday 7:30am – 5:00pm to address issues.**