

SECTION 292 TECHNOLOGY EQUIPMENT SECURITY POLICY

The Portage School Board recognizes three facts regarding the security of technology equipment:

1. Since technology equipment is expensive to replace, it is necessary to minimize risk of loss through good security measures.
2. A useful security program must combine ease of access by patrons to equipment while insuring against loss or vandalism.
3. Technology equipment may not be used for employee personal use.

Therefore, the School Board supports a technology equipment security program involving equipment identification, physical security, equipment control, and insurance against loss to be planned and administered by the district technology director.

Technology Equipment Security Administrative Rules

Identification

The district's school identification number shall be engraved on each piece of equipment.

Physical Security

1. Technology equipment may in general instances be borrowed by Portage students, staff and district residents for use only on the school premises. In special instances where an instructional need is demonstrated, permission to use equipment off the school premises will be granted; however, no technology equipment may leave the school grounds without a completed checkout form. The borrower must agree to be held personally and financially responsible for the item.
2. All technology equipment, whether on short- or long-term loan, shall be checked out following district procedures.
3. Keys to the technology area shall be issued to only a limited number of technology staff members who need them, and a list of all persons possessing keys shall be kept by the building principals.
4. Efforts shall be made to safeguard the technology storage area and its contents.

Equipment Control

1. An annual equipment inventory shall be taken at the end of the school year, by the adult media center aides and supervised by the district technology director.
2. An accurate equipment inventory shall be maintained through the use of an individual inventory for each piece of equipment. A computerized list with basic information including item, brand, model number, serial number, lamp code ,and location shall be maintained.
3. A duplicate of the equipment inventory list shall be kept in the district technology office.
4. Equipment requiring out-of-district repair shall be safeguarded following departmental procedures. Repair information including type of repair done, date, cost, and repair source shall be recorded on the inventory.

Insurance

1. The district's insurance policy covering loss of technology equipment shall be examined by the Business Administrator and the insurance agent as often as necessary to assure that a future loss will be covered.
2. If a loss does occur, the following actions shall be taken:
 - A. The school administration, the police, the district technology director, and the insurance agent shall be notified.
 - B. A complete inventory of all equipment stored in the area of the loss shall be taken to determine the total loss.
 - C. The equipment security program shall be reevaluated by the administration and the district technology director for possible changes.

1st Reading - June 17, 1996
 2nd Reading - July 29, 1996
 Approved - July 29, 1996
 Revised - March 9, 2009

SECTION 292a DISTRICT PROCEDURES FOR TECHNOLOGY EQUIPMENT CIRCULATION

1. All technology equipment, whether for short- or long-term loan, must be checked out through the library media director or library media assistant or district technology director.
2. Forms for loaning equipment are available in each school's library media center.
3. Forms for short-term loan are to be completed one day before the requested use to allow for scheduling and delivery.
4. Equipment on long-term loan may be borrowed at the beginning of each school year or as needed by faculty members.
5. Upon receipt of long-term request forms, necessary equipment will be delivered by the library media assistant.
6. The library media assistant will maintain a detailed listing of all equipment on long-term loan. It will include type of equipment, brand, serial number and equipment inventory number.
7. All equipment on long-term loan shall be returned to the equipment storage area at the end of each school year.
8. Permission to use technology equipment off school premises must be sought through the district technology director by using the Technology Equipment Loan Form.
9. Equipment leaving the building must be checked out with the district technology director and checked in upon its return.
10. The district technology director shall thoroughly check the condition of all leaving and returning equipment.
11. Adult media assistants shall be the only deliverers of technology equipment.

1st Reading - June 17, 1996
2nd Reading - July 29, 1996
Approved - July 29, 1996
Revised - March 29, 2009

PORTAGE COMMUNITY SCHOOLS
District Technology Office

Technology Equipment Loan

This form must be completed for district personnel to check out any piece of technology equipment for off-premise use.

Name _____ School _____

Reserve date _____ Return date _____

Technology Equipment _____

Technology Inventory Number _____

Reason for use (must be instructional) _____

I understand that I will be held personally and financially responsible for this item

Signature _____ Date _____

This equipment must be checked **OUT** by a technology staff member

Checked by _____ Date _____

This equipment must be checked **IN** by a technology staff member

Checked by _____ Date _____