

Lost or Stolen Student Devices: Chromebook/iPads/mobile hotspots

School

1. **If a device is reported as lost or stolen (by a student, family, or staff): A school designee needs to submit a police report with APS Police (APD and Bernalillo County reports cannot be used by the Technology and CFS Departments).** They will be asked to submit the following information if available:
 - o Device Type (e.g. iPad, Chromebook, hotspot)
 - o APS asset tag and serial number - You can find the asset tag and serial number in TipWeb (Please contact Capital Fiscal Services (CFS) to gain access to TipWeb by emailing fixed.assets@aps.edu)
 - o Student name and ID number
 - o Lost or Stolen designation and as much detail as possible
 - o School / site
 - o Phone number of family or site designee
2. School / site designee will call the APS Police Department to submit the report for each device with the aforementioned essential data - APSPD (505) 243-7712
3. The school will issue a replacement device and assign it to the student in TipWeb
4. Reporting staff member must fill out the APS Lost/Stolen APS Issued Device Form and provide a copy to the APS Officer. The original will be kept for audit purposes.

APS Police

1. **Will generate a police report when a school designee contacts APSPD to report a student device as lost or stolen**
2. Email EdTech a spreadsheet friendly report with all the lost and stolen student device reports since the previous list was submitted (weekly or sooner).
 - o APSPD will include or note supplemental information (addendum) in the report list submitted to EdTech

Technology

3. **Will review the spreadsheet when notification of updates have occurred - CHECK BOX next to respective line item that has been processed for IT**
4. Technology will shut off access to the device
5. Changes to the device will be executed if a supplemental report is noted for the respective device

CFS	IT
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Capital Fiscal Services (CFS)

1. **Will review the spreadsheet when notification of updates have occurred and make changes accordingly in Tipweb - - CHECK BOX next to respective line item that has been processed for CFS**
2. CFS will change the STATUS of the device in TipWeb to Lost or Stolen
3. CFS will remove the device from the students or staff's record in Tipweb
4. Lost & Stolen devices are reported to the Board of Education for removal from the Inventory and Financial records.
5. CFS will update each device if a supplemental report is submitted and noted in the spreadsheet