

MANAGEMENT SUPPORT

Tracking of District Assets

The following procedure will be used to identify and track district assets/school owned property that is being used by students or staff.

Administrative Process:

1. The principal or administrative designee will authorize the use of tracking systems on the specific assets which are maintained in their buildings.
2. Tracking systems will be purchased through the school district's purchasing system.
3. Tracking systems will be assigned to the teacher or staff member in charge by the principal or administrative designee.
4. Software/apps for tracking will be on a district issued device. Personal devices will not be used for tracking school owned property.
5. The tracking of the school owned property will only be utilized when it has been reported as lost or stolen by the teacher or staff member in charge.

Classroom Process:

1. The teacher or staff member in charge of the class or program using the tracking systems will send out an annual notification to parents/guardians regarding the use of tracking ability on materials that will be in their student's possession. That notification will:
 - a. Notify the parent/guardian that the district uses electronic tracking on devices that may be issued to their student for the class
 - b. Identify the devices that include tracking systems (i.e. cameras, laptops, etc.)
 - c. States that a device will only be tracked when it is reported as lost or stolen
 - d. States that the device will only be tracked by the school administrator or their designee
 - e. States that any device reported as stolen will also be referred to law enforcement
 - f. Notifies parents/guardians that fines are assessed to student accounts for lost, stolen or damaged items, per policy 3520, *Student Fees, Fines, and Charges*
2. The teacher or staff member in charge of the class or program using the tracking devices will have an established and monitored system for signing out district assets to students.
3. Student will sign-out the equipment from the teacher/class/program, that includes an acknowledgment that the device includes electronic tracking.
4. Teacher will be responsible for checking-in school owned property returned from students, prior to it being given to another student for use.
5. Reported loss of the device will be promptly reported to the administrator/designee for tracking.

Date: 1/18/24