



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Site Computer Inventory Policy

NUMBER: BUL-095100.1

ISSUER: Soheil Katal
Chief Information Officer
Information Technology Division

DATE: September 13, 2021

ROUTING
Local District Superintendents
Local District Administrators of
Instruction
Local District Administrators of
Operations
Local District Directors
Division Leaders
Community of Schools
Administrators
Principals
All Schools and Offices

DUE: **June 30th** each fiscal year

POLICY: In accordance with Board rules and LAUSD policies each site administrator is responsible for managing information technology (IT) assets throughout the entire device lifecycle.

As is the case with textbooks, supplies, and other district-issued learning tools that are largely purchased with public funds, it is imperative that computing devices assigned to staff and students be strictly controlled and accounted for by properly documenting their status in the District's IT Asset Management System. Employees, families, and students are responsible for the security of devices placed in their care. Devices are not permitted to be removed from District facilities without prior approval from the site administrator.

By the end of the third week of the start of each school year, site administrators should designate a staff member to serve as an Inventory Device Manager (IDM), responsible for managing device inventory control. An IDM can be a site-funded IT support assistant or technician, computer lab teacher, librarian, library aide, instructional aide-computer lab, or anyone else on staff that the principal designates.

The site administrator must submit an annual physical inventory certification of computing devices by June 30th of each year.

MAJOR CHANGES: This policy replaces BUL-095100 of the same title issued on June 12, 2020 and is designed to protect the District's IT resources by establishing procedures for IT asset control. This policy describes the actions to be taken by site administrators and IDMs, LAUSD Central, Local Districts, and COSA Leadership for proper acquisition, acceptance, distribution, tracking, and disposal of IT assets.

Schools should ensure they have a Parent Acknowledgement and Device / Connectivity Request Form on file for each student, teacher, or staff member before



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issuing any device(s) to that individual.

Ensure 100% of certificated personnel/teachers have a viable laptop that is less than 5 years old for effective instruction

GUIDELINES:

- Education Code 35168 (Inventory of Equipment) requires school districts to maintain inventory of equipment.
- Bulletin 953.1 (Control of Site Equipment) requires offices to update inventory at the end of each fiscal year.
- Bulletin 3508.7 (Inventory Requirements for Equipment Purchased with Categorical Program Funds) identifies additional requirements regarding equipment funded with categorical programs.

The District purchases devices through master computer contracts. Information Technology Division (ITD) Asset Management staff uploads device data to the IT Asset Management System. The system provides one centralized repository where asset information for desktops, laptops, tablets, Chromebooks, and other computing devices can be effectively managed. Maintaining accurate computer inventory aids the District in developing strategies for cost-effective acquisition of new computing devices and forecasting future needs. For this reason, it is recommended that schools purchase computing devices from approved District vendors only. This helps to ensure devices are compatible with District-provided software, data systems, and the District's general computing environment.

Donations or devices acquired by other means should be added to the IT Asset Management system by following the steps outlined in the IT Asset Management System Handbook.

At the end of each fiscal year, site administrators must complete a computing device inventory certification via the principal's portal. IT Asset Management staff will begin reporting on inventory certification status by the beginning of each fiscal year and providing updates to the Local District Superintendent (every month or as needed).

Locations may be subject to random audits throughout the year to ensure compliance with this policy.

ROLES:

Roles and Responsibilities

Responsibilities of LAUSD Central

- Complete an annual refresh of student devices five or more years old by June 30th for all schools to ensure that all devices are sufficiently updated
- Ensure schools maintain a 5% surplus of devices and replenish supply as necessary



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- Provide reports and dashboards to Stakeholders to monitor inventory status

Responsibilities of Local District (Administrator of Operations)

- Track annual inventory certification status
- Ensure that all school sites have a designated IDM
- Perform a quarterly review of all school site inventory

Responsibilities COSA Leadership

- Monitor quarterly asset data to ensure that all sites have sufficient inventory to meet education needs.
- Confirm weekly that every newly-enrolled student is assigned a device and the device is checked out to the student in accordance with parent/guardian preferences
- Examine monthly read out of device check-in data in Remedy for accuracy

Responsibilities of the Site Administrator

- Designate one or more Instructional Device Manager responsible for managing the site's computing inventory
- Collect a signed Computing Device / Connectivity Request Form – ideally electronically – from the teacher, student, or staff member before issuing any device(s) to that individual. This is critical for inventory control, accounting, funding, and audits.
- Plan for the replacement of non-student devices approaching end-of-life (5 years or older) using school-site funding
- Plan for the replacement of devices approaching end-of-life (5 years or older) using the District identified computing device replacement fund
- Ensure 100% of certificated personnel/teachers have a viable laptop that is less than 5 years old for effective instruction
- Account for 100% of devices including data on device condition, check-out status to students/employees, other technology devices such as computer labs, parent centers, etc. and surplus inventory
- Ensure 100% of devices are checked-in into the district's inventory management software within 3 school days of receipt
- Utilize the district's inventory management software to check-out an appropriate device to each student upon a student's enrollment in the school or their need of a replacement device using the school's buffer inventory
- Perform a physical inventory of devices at the end of each school year
Ensure that all devices issued to students who are matriculating, graduating or leaving the District are collected and checked in to the school's inventory by the end of the school year
- Submit annual physical inventory certification at the end of each school year

Responsibilities of the Instructional Device Manager:



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- Participate in IT Asset management training as deemed necessary
- Perform an annual physical inventory of all computing devices and report to the site administrator to complete the inventory certification
- Follow the procedures in the IT Asset Management Handbook (see related resources)
- Ensure that every device assigned to students and employees is properly checked out in the IT Asset Management system
- Use the IT Asset Management Dashboard to identify devices approaching end-of-life and work with the site administrator to plan for replacement using the District identified computing device replacement fund
- Identify and coordinate with IT Asset Management to replace any computing devices when they reach 5 years of age
- Report lost/stolen devices immediately by following the process outlined in the IT Asset Management Handbook
- Follow proper device disposal process as outlined in the IT Asset Management Handbook.

RELATED RESOURCES:

- Board Rule 1703 - Responsibility of Principals for School Property
- BUL-953.1 - Control of Site Equipment, August 23, 2010
- BUL-999.13 – Responsible Use Policy (RUP), March 5, 2019
- REF-1657.4 – Technology Maintenance and Support, May 1, 2017
- BUL-3508.7 - Inventory Requirements for Equipment Purchased with Categorical Program Funds, May 12, 2015
- BUL-5269.2 - Incident System Tracking Accountability Report (ISTAR), July 10, 2013
- BUL-5509.3 - Restitution Procedures for the Loss or Damage of School Property for Students, July 25, 2018
- BUL-6622.0 - Inventory of Student Body Owned Equipment, November 30, 2015
- The IT Asset Management System can be accessed from the IT Asset Management website at <https://achieve.lausd.net/itam>.
- The Asset Management Handbook may be found by clicking on: [IT Asset Management System Handbook](#) or in the IT Asset Management website: <https://achieve.lausd.net/itam>.
- The Materiel Management Branch (Surplus Property Salvage Pick-Up) can be found at <http://achieve.lausd.net/Page/4019>
- The IT Asset Management Dashboard is located at <https://focus.lausd.net>

ASSISTANCE: For any questions, please contact IT Asset Management at ITAssetMgmt@lausd.net or (213) 241-3023.