

Lost, Stolen, or Damaged Employee-Assigned Laptop Guidelines

In accordance with School Board Policy, employees are responsible for equipment for district equipment in their possession. Board Policy 717.1 states that employees “will be held legally and financially responsible to the district for the replacement and/or repair of computing devices that have been issued to him/her.”

When a laptop is stolen, the employee must do the following:

1. Immediately report the incident to his/her immediate supervisor and Chief representative (i.e. principal or office administrator) who will file a serious incident report if stolen on school premises,
2. If stolen off school premises, obtain an official police report documenting the theft;
3. Email a copy of the official police report and details including the employee name and device serial number to helpdesk@philasd.org; and
4. If the device cannot be recovered, the employee will be responsible for the depreciated value of the device as determined by the Office of Information Technology and General Accounting using the table below.

When a laptop is lost, the employee must do the following:

1. Immediately report the incident to his/her immediate supervisor and Chief representative (i.e. principal or office administrator);
2. Email the details including the employee name and device serial number to helpdesk@philasd.org; and
3. If the device cannot be found, the employee will be responsible for the depreciated value of the device as determined by The Office of Information Technology and General Accounting using the table below.

When a laptop is damaged, the employee:

1. May be financially responsible for repair costs;
2. Must visit philasd.org/stafflaptops to see repair guidelines and process

Employees are financially responsible for replacing lost, stolen, or damaged equipment, however District policy mandates that employees are only responsible for the depreciated value of the equipment. The depreciated value of the equipment is determined by the price and the age of the equipment. All technology equipment has a 5 year life. District policy for computation of depreciation is shown below.

Age of Device	Replacement Cost
Devices 1 year old or less*	Purchase price minus 10%
Devices 2 years old*	Purchase price minus 30%
Devices 3 years old*	Purchase price minus 50%
Devices 4 years old*	Purchase price minus 70%
Devices 5 years old*	Purchase price minus 90%
Devices 6 years and older*	Obsolete

**Device age is dependent on purchase date and the depreciated value should be determined by rounding the age of device to the nearest full year.*

Example: For a computer at a price \$1,049.00, and is stolen when it is 3 years old, the employee will be responsible for the depreciated value of the computer, \$524.50.

Once the Office of Information Technology (I.T.) has confirmed the depreciated value for any lost, stolen, or damaged equipment with General Accounting and communicated to the employee, the employee should submit a check or money order (payable to The School District of Philadelphia) within two weeks. If the employee fails to provide payment within two weeks, I.T. will work with Payroll in order to have the depreciated cost deducted from the employee’s pay. If an employee is unable to pay the entire amount, a payment plan can be determined based on payroll deductions from the employee’s paycheck.