

# **IT ASSET MANAGEMENT**

THE IT ASSET MANAGEMENT OFFICE IS RESPONSIBLE FOR MAINTAINING THE DISTRICT'S IT ASSET INVENTORY.

> ITASSETMGMT@LAUSD.NET ACHIEVE.LAUSD.NET/ITAM (213) 241-3023

# ASSET MANAGEMENT TOOLS

**Previous tools:** 

- Destiny Resource Manager (DRM)
- Desktop Computer Inventory System (DCIS)
- Inventory Control Form via EZ Access

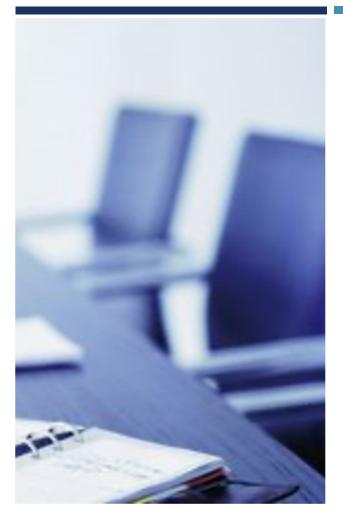
# Effective 11.01.18 we have migrated all data to a single location https://lausd-myit.onbmc.com

Schools and offices must use this system to check devices into their inventory as well as check in/out to students and staff.



## ASSET MANAGEMENT PROCESS

- Principals designate a person from their staff to be their Instructional Device Manager (IDM) to manage/track their IT Assets
- Online training provided
- IT Asset Management Handbook
- Check-out to student when assigned a device; check-in when device is returned (student leaves, transfers, etc.)
- Check-out to teacher when assigned; check-in when device is returned
- Inventory Control Form integrated in Remedy system
- Shared-use checked out to teacher or Homeroom
- Any change to asset status (lost, stolen, returned, transferred, etc.) is updated using asset management tool



### DEVICE THEFT, LOSS & NEGLIGENCE ACCOUNTABILITY

Our handbook outlines specific policies and procedures to:

- Report assets lost, stolen or damaged
- Contact LA School Police for police report number
- Reference to our Responsible Use Policy, Restitution Policy along with other best practices is also provided within the handbook

IT Asset Management works closely with our Field Techs as well as the Mobile Device Management team to use tools such as Aruba AirWave, AirWatch, Absolute, GoGuardian and the Google Console to locate, disable and/or recover IT Assets.



INFORMATION TECHNOLOGY DIVISION

### LOS ANGELES UNIFIED SCHOOL DISTRICT

### **IT ASSET MANAGEMENT SYSTEM**

HANDBOOK OF BUSINESS PROCESS FOR YOUR DIGITAL WORKPLACE

### **Table of Contents**

#### **Business Process Model Notation**

#### **Business Processes/Sections**

- Section 1: Issue Device to Student
- Section 2: Issue Device to Employee
- Section 3: Return Device to Inventory (Check-in)
- Section 4: Receive Device and Place in Inventory
- Section 5: Change Device Storage Location Within the Site
- Section 6: Report Damaged Device
- Section 7: Report Lost or Stolen Device
- Section 8: Recovered Lost or Stolen Device
- Section 9: Transfer Device from Site to Site
- Section 10: Update Device for Salvage
- Section 11: Search for Device Information
- Section 12: Search for Device Information By User
- Section 13: Add Device to Inventory

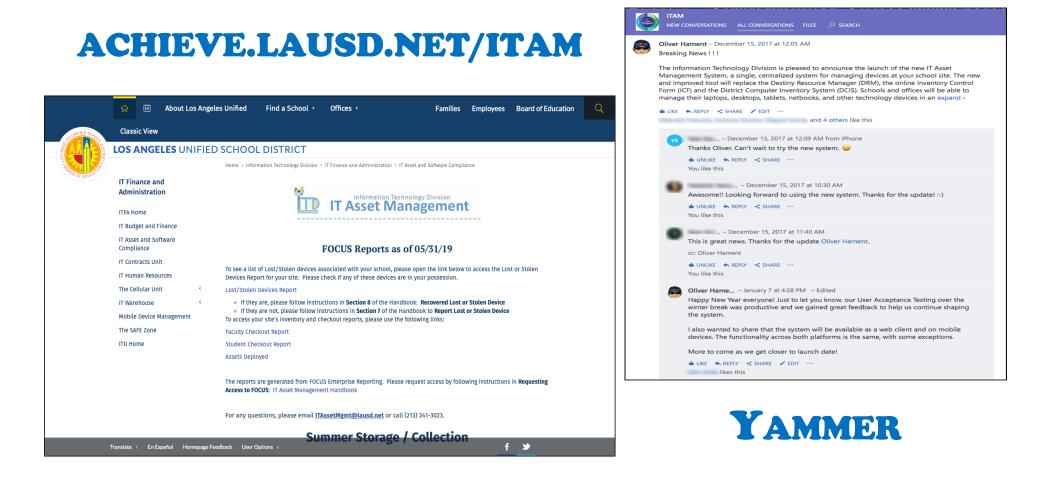
#### Appendices

- Appendix A: Property Removal Form
- Appendix B: BUL-5269.2 Incident System Tracking Accountability Report (ISTAR)
- + Appendix C: BUL-6916.0 Data Destruction and Disposal
- Appendix D: How to Arrange for Surplus Property (Salvage) Pick-Up
- Appendix E: How to Print Asset Tags

#### **Additional Resources**

- Contact Information
- Instructional Device Manager (IDM) Request and Approval Instructions
- Repair Vendor Contact Information
- BUL-5509.2 Restitution Procedures for the Loss or Damage of School Property for Students
- Remedy Asset Import Template for Computing Devices
- + How to Access the School Device Check-out Report
- + How to Access the School IT Device Inventory Report

Table of Contents





с	н	1	J	к	L	м	N	0
		Data pulled from other tabs						
							5/16/19	05/08/19
1523	6	97	58	143	8	17	284	61
School =	1:1 on their <del>,</del> own?	1:1 <del>-</del> School?	Emp Lrn 🚽	1Million <del>-</del> School?	VILS <del>-</del> School?	WB/GFS <del></del>	Can Access 🚽	Can Access 🚽 👻

