

**TITLE:** Site Computer Inventory Policy

**NUMBER:** BUL-095100.2

**ISSUER:** Soheil Katal  
Chief Information Officer  
Information Technology Services

**DATE:** April 8, 2024

**ROUTING**  
All Schools  
All Central Offices  
All Region Offices  
Principals  
Region  
Administrators

**POLICY:** In accordance with Board rules and Los Angeles Unified School District (LAUSD) policies, all schools and offices are 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 IT assets 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 IT assets placed in their care. IT assets are not permitted to be removed from District facilities without prior approval from the site administrator.

Each school office administrator, director, and manager must assign a staff member to serve as an Inventory Device Manager (IDM) with responsibility for managing IT assets at their location. For schools, an IDM should be designated by the end of the third week of the start of each school year. 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.

An annual physical inventory certification of all IT assets must be submitted at the end of each fiscal year.

**MAJOR CHANGES:** This policy replaces BUL-095100.1 of the same title issued on September 13, 2021. This policy describes the roles and responsibilities of various District staff in managing IT assets throughout the entire device lifecycle.

This policy provides clear instructions on the appropriate management of IT assets to help ensure that the District is meeting its legal, regulatory, and other related obligations.

**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.

**Introduction**

1. This IT Asset Management policy provides a framework for the appropriate and effective management of specific IT computing equipment (IT assets) from procurement to disposal.
2. It defines responsibilities that relate to the implementation of this policy and is designed to ensure that IT assets are:
  - a) Managed appropriately from the point of acquisition to the time of disposal in a way that is compliant with the District's policies, procedures, and other applicable regulatory obligations;
  - b) Procured correctly in alignment with the District's various policies, procedures, and ITS (Information Technology Services) technical requirements;
  - c) Registered within the District's IT Asset Management System for managing tracking, projecting, and auditing purposes;
  - d) Supported and maintained throughout their lifecycle so that they deliver best value for the investment;
  - e) Decommissioned appropriately to protect the data and information that they store or transmit;
  - f) This policy does not stand in isolation and must be implemented in conjunction with the wider range of information security, procurement, and financial related policies of the District.
3. This policy does not stand in isolation and must be implemented in conjunction with the wider range of information security, procurement, and financial related policies of the District.

**A. Definitions**

1. IT Assets – Technology purchased and acquired by or on behalf of the District using school-based, central office-based, and/or other related funding sources.
2. IT Asset Management System - Software system designed with the express intent of identifying acquisition price, purchase date, funding source, assigned end users, and identifying characteristics of an asset. The system will be updated over the lifecycle of the asset and will report on disposition/location, responsible party, changes in disposition over time, age/condition, and eventual disposal of assets individually and across the District.
3. Inventory Device Manager – previously referred to as Instructional Device Manager (IDM). IDMs are staff members assigned by a school principal, office administrator, director, manager, and/or division head. The IDM plays a critical role in ensuring that each school and office can manage, track, and update (i.e., check-in/out, salvage, repair, etc.) IT assets, conduct annual computing device inventory and maintain all device records correctly logged in the IT Asset Management System.

**B. Policy Scope**

1. This policy applies to specific IT assets.
2. For this policy, a physical IT asset is defined as:
  - a) IT assets that are managed by schools and offices:
    - All computing devices such as Windows desktops and laptops, Chromebooks, Android devices, and Apple devices; display monitors
  - b) IT assets that are centrally managed by Information Technology Services (ITS)
    - Networking equipment
    - Security and intrusion equipment
    - Public address intercommunication systems
    - Emergency Connectivity Fund (ECF) devices
3. This policy applies District-wide, including all students, teachers, other District staff, and contractors who possess or utilize IT assets purchased by or on behalf of the school district.

**C. Policy Intent**

1. This policy provides clear instructions on the appropriate management of IT assets to help ensure that the District is meeting its legal, regulatory, and other related obligations.

**D. Policy Provisions and Principles****1. Management of IT Assets**

- a) All IT assets purchased by the District are the property of the Los Angeles Unified School District and will be deployed and utilized in a way that is deemed most effective for addressing the District's various instructional and business operational needs and demonstrates the most value for money.
- b) For compatibility and efficiency reasons, IT assets will be issued on a 'fit for purpose' basis based on predefined user roles (i.e., students, teachers, District staff) using standard equipment based on approved minimum hardware and software specifications.
- c) All IT assets purchased (excluding consumable items, e.g., keyboard, mouse, etc.) must be registered in the District's asset management system before being issued, assigned, and/or put into use.
- d) All IT assets must be assigned, in the District's asset management system, to a school and/or department, including applicable end users, who will be held responsible for the care and security of IT assets at all times whether they are in use, storage or movement.
- e) Information about all IT assets will be held in the District's IT Asset Management System to enable them to be tracked, managed, and audited throughout their entire lifecycle. At a minimum, each IT asset record shall include the purchasing and device information, including but not limited to
  - Description, make, and model number
  - District location sold/delivered to and purchase order number
  - Type and duration of warranty
  - Serial number(s) of all equipment

- Cost of item
  - Shipping and delivery date, proof of delivery, itemized list of items, and sign-off information
  - Operating system and wired/wireless MAC addresses
  - District inventory tags, if applicable
  - Other software and licenses installed, if applicable
  - Device status, room location, etc.
- f) All IT assets purchased by the District must be stored in a safe and secure centralized area at each assigned school and/or department when they have not been issued or are not in use.
- g) Schools and/or departments, including applicable end users, will be held responsible for protecting the IT assets that have been assigned to them against physical or financial loss whether by theft, mishandling, or accidental damage by using appropriate physical security measures.
- h) Schools and/or departments, including applicable end users, must always work with their assigned Inventory Device Manager if they need to update the IT asset information, including but not limited to moves, transfers, reassignments, requests for repairs, salvage, or return.
- i) Schools and/or departments, including applicable end users, are not allowed to install unapproved software on devices. Any software installed must be legitimately purchased and licensed for the use.
- For non-instructional software, a [Technology Review Request Form](#) must be filled out and submitted to ITS via [ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net)
  - For digital instructional software, an approved [Unified Digital Instructional Procurement Plan \(UDIPP\)](#) must be on file. District staff can access the pre-approved digital instructional software catalog via the [UDIPP product catalog](#).

## 2. Procurement of IT Assets

- a) The Procurement Services Division (PSD) is responsible for identifying and managing sources and channels for the purchase of IT assets, prioritizing existing agreements whenever possible.
- b) Request to purchase IT assets by schools and offices must be in accordance with minimum technical requirements as well as the current ordering processes and procedures as defined in the District's [Procurement Manual](#).
- c) Any non-standard requests for IT assets must be assessed by the ITS team. Approval will be granted on a case-by-case basis and must include proper business case justification. A [Technology Review Request Form](#) must be filled out and submitted to ITS via [ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net) to initiate the review and approval process.
- d) Purchase request(s) for non-standard IT assets, without adequate and suitable justification, will not be approved or proceed with the procurement process.

## 3. Maintenance and Support of IT Assets

- a) IT assets will be adequately supported and maintained to ensure they remain fit for purpose and use during their entire lifecycle. Warranty details of IT assets are listed in the District's IT Asset Management System. The minimum warranty period for desktop equipment includes five (5) years, laptop equipment includes three (3) years, and Chromebook includes one (1) year.
- b) To get warranty assistance, call the ITS Helpdesk at (213) 241-5200 and follow the prompts. For other related technical support and assistance, including damaged and/or repair assessments, schools and departments may contact their assigned local technician or submit a ticket request via the [ITS Service Desk](#).

#### 4. Lost and Theft of IT Assets

- a) All lost and/or stolen IT assets that are no longer under the control of the applicable end user, school, and/or department must be reported, properly documented, and updated in the District's IT Asset Management System.

#### 5. Disposal of IT Assets

- a) All IT assets that no longer conform to District technical requirements, considered at the end of its useful life and/or beyond economic repair must be returned to the District via the [ITS Service Desk](#) for final assessment and disposal by ITS.
- b) In order to ensure the confidentiality of information, any IT asset that has been used to process or store personal or sensitive information must be wiped and must go through a physical disposal and destruction process at the end of its useful life. Contact the helpdesk via the [ITS Service Desk](#) to request assistance.

#### 6. Auditing of IT Assets

- a) Schools and/or departments must conduct an inventory certification of their IT assets to ensure the accuracy of physical inventory with the information in the District's IT Asset Management System.
- b) Inventory certifications must be done annually, and certifications must be submitted by June 30th. This audit must consist of a thorough review of all IT assets, including physical counts, device statuses, and assignments, as well as identification of discrepancies, which need to be updated.
- c) To assist with the inventory certifications, ITS can provide inventory reports and dashboards before the beginning of each quarter for the school and/or department's review and corrective action.

## 7. Donation of IT Assets

- a) The District does not allow IT Assets owned by the District to be purchased by faculty, District staff, or students. Additionally, neither faculty nor District staff members may donate any IT Assets to outside organizations.
- b) Conversely, requests to accept or receive donations of IT Assets by schools and offices from outside organizations must follow strict District guidelines.
- c) All donated IT assets must conform to applicable District technical standards as defined by ITS and must be registered into the District's IT Asset Management System. Prior to acceptance, the donated IT assets must be reviewed and approved by the ITS team.

## E. Roles and Responsibilities

### 1. Information Technology Services (ITS)

- a) Provide and update reports and dashboards for various stakeholders to monitor and maintain their computing devices (e.g., laptops, Chromebooks, iPads, etc.).
- b) Dashboards and reports are available for schools to review via [ITAM \(Information Technology Asset Management\) reports & dashboards](#).
- c) Contingent on funding approval, complete an annual refresh of computing devices (windows laptops, apple devices, and Chromebook) for students and designated staff, as applicable.
  - Identify the number of expiring (e.g., age of the device, end of its useful life/beyond economic repair status, manufacturer recommendations, etc.) devices.
  - Obtain E-Cast data and/or employee data for projected counts.
  - Determine the number of usable devices by sites using data from the IT Asset Management System
  - Summarize device needs by device type and projected student/employee counts.



- Procure devices based on calculated needs including one-time (5% buffer) surplus.
- d) Monitor and advise schools, where applicable, to maintain an ongoing surplus of computing devices (“5% buffer”) based on enrollment or employee data.
- e) Prepare an inventory compliance verification report, provide information to stakeholders and assist schools and departments with their inventory certifications.
- f) Establish annual IT asset management training materials for designated Inventory Device Manager (IDM).
- g) Manage, track and update asset workbooks for centrally-managed IT assets such as Networking equipment, Security and intrusion equipment, and Public address intercommunication systems.

## 2. Region Administrator of Operations

- a) Monitor the status of all computing device inventory at their schools.
- b) Ensure that all schools have at least one (1) IDM.
- c) Ensure that schools are following proper computing device collection guidelines:
  - Collect computing device from student who transfers to another school and/or graduates; or
  - Attends a VILS (Verizon Innovative Learning School) program or similar program that provides devices; or
  - Leaves or no longer attends a school within the District.
  - If the student is returning to the same school, there is no need to collect the computing device.
- d) Require schools to keep 100% accuracy of their computing device inventory.

**3. Site Administrator/Principal**

- a) Designate one or more IDM to manage the school's IT assets using the District's IT Asset Management System.
- b) Ensure there are enough computing devices for students and designated staff.
- c) Ensure 100% of computing devices are registered into the District's IT Asset Management System. Allocation of annual device refresh is contingent on the accuracy of each school's inventory information.
- d) Ensure that new deliveries of computing devices are registered into the District's IT Asset Management System within three (3) school days of receipt.
- e) Ensure all students and designated staff have a device assigned and checked out to them in the IT Asset Management System.
- f) Notify ITS if the school is using an alternative model in assigning devices to students (i.e. shared-device model) and accurately reflect this status in the District's IT Asset Management System.
- g) Ensure enough accessories, including charging cables, power adapters, and other related equipment and peripherals are purchased to replace lost, damaged, and/or stolen items for students and staff.
- h) Monitor supply throughout the year to ensure sufficient accessories are available if needed. This is solely the school's responsibility.
- i) Review results of inventory certification of IT assets and ensure updates needed are reflected in the District's IT Asset Management System.
- j) Coordinate with ITS to ensure any donated and/or other computing devices acquired by other means can receive software updates and security patches and be managed remotely. These devices must be entered into the IT Asset Management System.

- k) Submit all annual equipment inventory and/or inventory certifications, as required, via the Principal's portal.

#### 4. Inventory Device Manager (Schools)

- a) Participate and complete annual IT asset management training.
- b) Follow the established procedures in the [IT Asset Management Handbook](#) for managing computing devices.
- c) Enforce applicable computing device collection guidelines:
- Collect computing device from the student who transfers to another school and/or graduates; or
  - Attends a VILS (Verizon Innovative Learning School) program or similar program that provides devices; or
  - Leaves the District.
  - If the student is returning to the same school, there is no need to collect the computing device.
- d) Properly check out computing device(s) to all students and designated staff in the IT Asset Management System.
- e) All students must have an assigned computing device throughout the entire school year.
- f) Properly check in computing devices returned by students and designated staff in the IT Asset Management System.
- g) Update all computing device information including any stolen, salvaged, lost, and/or damaged.
- h) Supply a replacement computing device to students and designated staff, as needed, to replace salvage, lost, damage, and/or stolen computing devices and ensure it is accurately checked out in the IT Asset Management System.
- i) Supply students and designated staff with accessories (i.e., charging cables, power adapters, and other related peripherals) to replace lost, damaged, and/or stolen items.

- j) Account for 100% of computing devices, including computer labs, surplus (buffer) inventory and verify the status of computing devices (e.g., checked out, in inventory, lost/stolen, etc.).
- k) Conduct an inventory certification of all computing devices and submit all required certifications.
- l) Review the outcome of the inventory certification with the site administrator/principal.
- m) Update the District's IT Asset Management System to correct any discrepancies reported from the inventory certification.
- n) Contact and coordinate with ITS for all ECF devices that are returned by students.
- o) ECF devices do not belong to the school. ECF devices must be given back to ITS. ITS will manage and update the statuses of these devices in the IT Asset Management System.

**5. Central Offices (Administrators, Directors, or Managers)**

- a) Designate one or more Inventory Device Manager(s) to manage the department's IT assets using the District's IT Asset Management System.
- b) Secure and allocate funding to provide computing devices for designated staff who need computing devices.
- c) Ensure Inventory Device Managers are managing and tracking assets in the District's IT Asset Management System.
- d) Ensure 100% of computing devices are registered into the District's IT Asset Management System.
- e) Ensure that new deliveries of computing devices are registered into the District's IT Asset Management System within three (3) business days of receipt.

- f) Ensure all designated staff have a device and related accessories are assigned and checked out to them in the IT Asset Management System.
- g) Ensure inventory certification of IT assets is performed, and updates are reflected in the District's IT Asset Management System.
- h) Coordinate with ITS to determine expiring devices and identify funding sources to purchase replacement devices as needed.

#### **6. Inventory Device Manager (Central Offices)**

- a) Participate in and complete annual IT asset management training.
- b) Follow the established procedures in the [IT Asset Management Handbook](#) for managing computing devices.
- c) Properly check out computing device(s) to all designated staff in the IT Asset Management System.
- d) Properly check-in computing devices returned by designated staff in the IT Asset Management System.
- e) Update all computing device information, including any stolen, salvaged, lost, and/or damaged.
- f) Supply a replacement computing device to designated staff, as needed, to replace salvage, lost, damage, and/or stolen computing devices and ensure it is accurately checked out in the IT Asset Management System.
- g) Supply designated staff with accessories (i.e., charging cables, power adapters, and other related peripherals) to replace lost, damaged, and/or stolen items.
- h) Account for 100% of computing devices, including computer labs, surplus (buffer) inventory and verify the status of computing devices (e.g., checked out, in inventory, lost/stolen, etc.).

- i) Conduct an inventory certification of all computing devices and submit all required certifications.
- j) Review the outcome of the inventory certification with the appropriate Administrator, Directors, or Managers.
- k) Update the District's IT Asset Management System to correct any discrepancies reported from the inventory certification.

**F. Compliance**

1. Any actual or suspected breach of this policy must be reported to ITS.
2. All users must read and adhere to the policies described in the bulletins listed under Related Resources. Non-compliance may result in fines, suspension, and/or other related disciplinary action.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District and Information Technology Services

**RELATED  
RESOURCES:****Related Resources**

- Board Rule 1703 - Responsibility of Principals for School Property
- BUL-953.1 - Control of Site Equipment, August 23, 2010
- BUL-999.15 – Responsible Use Policy (RUP), October 9, 2023
- REF-1657.4 – Technology Maintenance and Support, May 1, 2017
- BUL-3508.8 - Inventory Requirements for Equipment Purchased with Categorical Program Funds, January 17, 2022
- BUL-5269.3 - Incident System Tracking Accountability Report (ISTAR), June 20, 2022
- BUL-5509.5 - Restitution Procedures for the Loss or Damage of School Property for Students, October 23, 2023
- BUL-6622.0 - Inventory of Student Body Owned Equipment, November 30, 2015
- BUL-5895.2 – Donations, August 27, 2018
- BUL-6916.0 – Data Destruction and Disposal, August 8, 2018

- IT Asset Management System - Accessed via the IT Asset Management website at <https://www.lausd.org/itam>.
- Asset Management Handbook - Accessed via the following link [IT Asset Management System Handbook](#) or by visiting the IT Asset Management website at <https://www.lausd.org/itam>.
- Material Management Branch - [Procurement Services Division / Buy and Use LAUSD First](#)
- Procurement Manual 10<sup>th</sup> Edition – [Procurement Services Division / Procurement Manual 10th Edition](#)

**ATTACHMENTS:** IT Asset Management Policies and Procedures Handbook

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



LOS ANGELES UNIFIED SCHOOL DISTRICT

**INFORMATION TECHNOLOGY SERVICES**

# IT ASSET MANAGEMENT



## POLICIES AND PROCEDURES HANDBOOK







# INFORMATION TECHNOLOGY SERVICES

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## Introduction

1. This IT Asset Management policy provides a framework for the appropriate and effective management of specific IT computing equipment (IT assets) from procurement to disposal.
2. It defines responsibilities that relate to the implementation of this policy and is designed to ensure that IT assets are:
  - a) Managed appropriately from the point of acquisition to the time of disposal in a way that is compliant with the District's policies, procedures, and other applicable regulatory obligations;
  - b) Procured correctly in alignment with the District's various policies, procedures, and ITS (Information Technology Services) technical requirements;
  - c) Registered within the District's IT Asset Management System for managing tracking, projecting, and auditing purposes;
  - d) Supported and maintained throughout their lifecycle so that they deliver the best value for the investment;
  - e) Decommissioned appropriately to protect the data and information that they store or transmit;
3. This policy does not stand in isolation and must be implemented in conjunction with the wider range of information security, procurement, and financial related policies of the District.

### I. Definitions

- A. IT Assets – Technology purchased and acquired by or on behalf of the District using school-based, central office-based, and/or other related funding sources.
- B. IT Asset Management System - Software system designed with the express intent to identify the acquisition price, purchase date, funding source, and assigned end users and identifying characteristics of an asset. The system will be updated over the lifecycle of the asset and will report on disposition/location, responsible party, changes in disposition over time, age/condition, and eventual disposal of assets individually and across





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the District.

- C. Inventory Device Manager—previously referred to as Instructional Device Manager (IDM). IDMs are staff members assigned by a school principal, office administrator, director, manager, and/or division head. The IDM plays a critical role in ensuring that each school and office is able to manage, track, and update (i.e., check-in/out, salvage, repair, etc.) IT assets, conduct annual computing device inventory and maintain all device records correctly logged in the IT Asset Management System.

### II. Policy Scope

- A. This policy applies to specific IT assets.
- B. For this policy, a physical IT asset is defined as:
- i. IT assets that are managed by schools and offices:
    - All computing devices such as Windows desktops and laptops, Chromebooks, Android devices, and Apple devices; display monitors
  - ii. IT IT assets that are centrally managed by the Information Technology Services (ITS):
    - Networking equipment
    - Security and intrusion equipment
    - Public address intercommunication systems
    - Emergency Connectivity Fund (ECF) devices
- C. This Policy applies District-wide, including all students, teachers, other District staff and contractors who possess or utilize IT assets purchased by or on behalf of the school district.

### III. Policy Intent

- A. This policy provides clear instructions on the appropriate management of IT assets to help to ensure that the District is meeting its legal, regulatory, and other related obligations.





#### **IV. Policy Provisions and Principles**

##### **A. Management of IT Assets**

- i. All IT assets purchased by the District are the property of the Los Angeles Unified School District and will be deployed and utilized in a way that is deemed most effective for addressing the District's various instructional and business operational needs and demonstrates the most value for money.
- ii. For compatibility and efficiency reasons, IT assets will be issued on a 'fit for purpose' basis based on predefined user roles (i.e., students, teachers, District staff) using standard equipment based on approved minimum hardware and software specifications.
- iii. All IT assets purchased (excluding consumable items, such as keyboards and mice) must be registered in the District's asset management system before being issued, assigned, and/or put into use.
- iv. All IT assets must be assigned in the District's asset management system to a school and/or department, including applicable end users, who will be held responsible for the care and security of IT assets at all times, whether they are in use, storage, or movement.
- v. Information about all IT assets will be held in the District's IT Asset Management System to enable them to be tracked, managed, and audited throughout their entire lifecycle. At a minimum, each IT asset record shall include the purchasing and device information, including but not limited to:
  - Description, make, and model number
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  - Operating system and wired/wireless MAC addresses
  - District inventory tags, if applicable
  - Other software and licenses installed, if applicable
  - Device status, room location, etc.





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- vi. All IT assets purchased by the District must be stored in a safe and secure centralized area at each assigned school and/or department when they have not been issued or are not in use.
- vii. Schools and/or departments, including applicable end users, will be held responsible for protecting the IT assets that have been assigned to them against physical or financial loss, whether by theft, mishandling, or accidental damage by using appropriate physical security measures.
- viii. Schools and/or departments, including applicable end users, must always work with their assigned device managers if they need to update the IT asset information, including, but not limited to, moves, transfers, reassignments, and requests for repairs, salvage, or return.
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### B. Procurement of IT Assets

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- ii. Requests to purchase IT assets by schools and offices must be in accordance with minimum technical requirements as well as the current ordering processes and procedures as defined in the District's [Procurement Manual](#).
- iii. Any non-standard requests for IT assets must be assessed by the ITS teams. Approval will be granted on a case-by-case basis and must include proper business case justification. A





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[Technology Review Request Form](#) must be filled out and submitted to ITS via [ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net) to initiate the review and approval Process.

- iv. Purchase request(s) for non-standard IT assets without adequate and suitable justification will not be processed.

### C. Maintenance and Support of IT Assets

- i. IT assets will be adequately supported and maintained to ensure they remain fit for purpose and use during their entire lifecycle. Warranty details of IT assets are listed in the District's IT Asset Management System. The minimum warranty period for desktop equipment includes five (5) years, laptop equipment includes three (3) years, and Chromebook includes one (1) year.
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- ii. Conversely, requests by schools and offices to accept or receive donations of IT Assets from outside organizations must follow strict District guidelines.
- iii. All donated IT assets must conform to applicable District technical standards as defined by ITS and must be registered into the District's IT
- iv. Asset Management System. Prior to acceptance, the donated IT assets must be reviewed and approved by the ITS team.

**V. Roles and Responsibilities**

**A. Information Technology Services (ITS)**

- i. Provide and update reports and dashboards for various stakeholders to monitor and maintain their computing devices (e.g., laptops, Chromebooks, iPads, etc.).
- ii. Dashboards and reports are available for schools to review via [ITAM \(Information Technology Asset Management\) reports and Dashboards](#).





## INFORMATION TECHNOLOGY SERVICES

- iii. Contingent on funding approval, complete an annual refresh of computing devices (windows laptops, apple devices, and Chromebooks) for students and designated staff, as applicable.
  - Identify the number of expiring (e.g., age of device, end of its Useful life/beyond economic repair status, manufacturer Recommendations, etc.) devices
  - Obtain E-Cast data and/or employee data for projected counts
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  - Summarize device needs by device type and projected student/employee counts
  - Procure devices based on calculated needs including one-time (5% buffer) surplus
- iv. Monitor the number of usable devices by sites using data from the IT Asset Management System.
- v. Prepare an inventory compliance verification report, provide information to stakeholders, and assist schools and departments with their inventory certifications.
- vi. Establish annual IT asset management training materials for designated Inventory Device Manager (IDM).
- vii. Manage, track, and update asset workbooks for centrally-managed IT assets such as Networking equipment, Security and intrusion equipment, and Public address intercommunication systems.

### B. Region Administration Operations

- i. Monitor statuses of all computing device inventory at their schools.
- ii. Ensure that all schools have at least one (1) IDM.
- iii. Ensure that schools are following proper computing device collection guidelines:
  - Collect computing device from student who transfers to another school, and/or graduates; or
  - Attend a VILS (Verizon Innovative Learning School) program or similar program that provides devices; or
  - Leaves or no longer attends a school within the District.







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- If the student is returning to the same school, there is no need to collect the computing device
- iv. Require schools to keep 100% accuracy of their computing device Inventory.

### C. Site Administrator/Principal

- i. Designate one or more IDM to manage the school's IT assets using the District's IT Management System.
- ii. Ensure there are enough computing devices for students and designated staff.
- iii. Ensure 100% of computing devices are registered into the District's IT Asset Management System. Allocation of annual device refresh is contingent on the accuracy of each school's inventory information.
- iv. Ensure that new deliveries of computing devices are registered into the District's IT Asset Management System within three (3) school days of receipt.
- v. Ensure all students and designated staff have a device assigned and checked out to them in the IT Asset Management System.
- vi. Notify ITS if the school is using an alternative model (e.g., a shared-device model) in assigning devices to students and accurately reflect this status in the District's IT Asset Management System.
- vii. Ensure enough accessories, including charging cables, power adapters, and other related equipment and peripherals are purchased to replace lost, damaged, and/or stolen items for students and staff.
- viii. Monitor supply throughout the year to ensure sufficient accessories are available if needed. This is solely the school's responsibility.
- ix. Review results of inventory certification of IT assets and ensure updates needed are reflected in the District's IT Asset Management System.
- x. Coordinate with ITS to ensure any donated and/or other computing





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devices acquired by other means can receive software updates and security patches and be managed remotely. These devices must be entered into the IT Asset Management System.

- xi. Submit all annual equipment inventory and/or inventory certifications, as required via the Principal's portal.

### D. Inventory Device Manager (Schools)

- i. Participate and complete annual IT asset management training.
- ii. Follow the established procedures in the [IT Asset Management Handbook](#) for managing computing devices.
- iii. Enforce applicable computing device collection guidelines:
  - Collect computing device from student who transfers to another school, and/or graduates; or
  - Attend a VILS (Verizon Innovative Learning School) program or similar program that provides devices; or
  - Leaves or no longer attends a school within the District.
  - If the student is returning to the same school, there is no need to collect the computing device.
- iv. Properly check out computing device(s) to all students and designated staff in the IT Asset Management System.
- v. All students must have an assigned computing device throughout the entire school year.
- vi. Properly check-in computing devices returned by students and designated staff in the IT Asset Management System.
- vii. Update all computing device information, including any stolen, salvaged, lost, and/or damaged.
- viii. Supply a replacement computing device to students and designated staff, as needed, to replace salvage, lost, damaged, and/or stolen computing devices and ensure it is accurately checked out in the IT Asset Management System.
- ix. Supply students and designated staff with accessories (i.e., charging cables, power adapters, and other





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related peripherals) to replace lost, damaged, and/or stolen items.

- x. Account for 100% of computing devices, including computer labs, surplus (buffer) inventory and verify the status of computing devices (e.g., checked out, in inventory, lost/stolen, etc.).
- xi. Conduct an inventory certification of all computing devices and submit all required certifications.
- xii. Review the outcome of the inventory certification with the site administrator/principal.
- xiii. Update the District's IT Asset Management System to correct any discrepancies reported from the inventory certification.
- xiv. Contact and coordinate with ITS for all ECF devices that are returned by students.
- xv. ECF devices do not belong to the school. ECF devices must be given back to ITS. ITS will manage and update the statuses of these devices in the IT Asset Management System.

### E. Central Offices (Administrators, Directors or Managers)

- i. Designate one or more Inventory Device Manager(s) to manage the department's IT assets using the District's IT Asset Management System.
- ii. Secure and allocate funding to provide computing devices for designated staff who need computing devices.
- iii. Ensure Inventory Device Managers are managing and tracking assets in the District's IT Asset Management System.
- iv. Ensure 100% of computing devices are registered into the District's IT Asset Management System.
- v. Ensure that new deliveries of computing devices are registered into the District's IT Asset Management System within three (3) business days of receipt.
- vi. Ensure all designated staff have a device and related accessories are assigned and checked out to them in the IT Asset Management





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System.

- vii. Ensure inventory certification of IT assets is performed and updates are reflected in the District's IT Asset Management System.
- viii. Coordinate with ITS to determine expiring devices and identify funding sources to purchase replacement devices, as needed.

### F. Inventory Device Manager (Central Offices)

- i. Participate in and complete annual IT asset management training.
- ii. Follow the established procedures in the [IT Asset Management Handbook](#) for managing computing devices.
- iii. Properly check out computing device(s) to all designated staff in the IT Asset Management System.
- iv. Properly check-in computing devices returned by designated staff in the IT Asset Management System.
- v. Update all computing device information, including any stolen, salvaged, lost, and/or damaged.
- vi. Supply designated staff with a replacement computing device, as needed to replace salvaged, lost, damaged, and/or stolen computing devices and ensure it is accurately checked out in the IT Asset Management System.
- vii. Supply designated staff with accessories (i.e., charging cables, power adapters, and other related peripherals) to replace lost, damaged and/or stolen items.
- viii. Account for 100% of computing devices, including computer labs, surplus (buffer) inventory and verify the status of computing devices (e.g., checked out, in inventory, lost/stolen, etc.).
- ix. Conduct an inventory certification of all computing devices and submit all required certifications.
- x. Review the outcome of the inventory certification with appropriate Administrator, Directors, or Managers.





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- xi. Update the District's IT Asset Management System to correct any discrepancies reported from the inventory certification.

### VI. Compliance

- A. Any actual or suspected breach of this policy must be reported to ITS.
- B. All users must read and adhere to the policies described in the bulletins listed under Related Resources. Non-compliance may result in fines, suspension, and/or other related disciplinary action.





**Related Resources**

- Board Rule 1703 - Responsibility of Principals for School Property
- BUL-953.1 - Control of Site Equipment, August 23, 2010
- BUL-999.15 – Responsible Use Policy (RUP), October 9, 2023
- REF-1657.4 – Technology Maintenance and Support, May 1, 2017
- BUL-3508.8 - Inventory Requirements for Equipment Purchased with Categorical Program Funds, January 17, 2022
- BUL-5269.3 - Incident System Tracking Accountability Report (ISTAR), June 20, 2022
- BUL-5509.5 - Restitution Procedures for the Loss or Damage of School Property for Students, October 23, 2023
- BUL-6622.0 - Inventory of Student Body Owned Equipment, November 30, 2015
- BUL-5895.2 – Donations, August 27, 2018
- BUL-6916.0 – Data Destruction and Disposal, August 8, 2018
- IT Asset Management System - Accessed via the IT Asset Management website at <https://achieve.lausd.net/itam>.
- Asset Management Handbook - Accessed via the following link [IT Asset Management System Handbook](#) or by visiting the IT Asset Management website at <https://achieve.lausd.net/itam>.
- Material Management Branch - [Procurement Services Division / Buy and Use LAUSD First](#)
- Procurement Manual 10th Edition - Procurement Services Division / [Procurement Manual 10th Edition](#)

