



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Site Computer Inventory Policy

**ROUTING**

All Schools and Offices

**NUMBER:** BUL-095100

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

**DATE:** July 31, 2020

**DUE:** June 30<sup>th</sup> each fiscal year

**POLICY:** In accordance with Board rules and LAUSD policies each site administrator is responsible for managing Information Technology (IT) assets throughout their entire lifecycle.

Devices assigned to staff and students must be strictly controlled and accounted for by properly documenting their status in the District's IT Asset Management System. Employees, teachers, and students are responsible for the security of devices under their control. 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 30<sup>th</sup> of each year.

**MAJOR CHANGES:** This is a new policy bulletin. This policy replaces MEM-4170.5 of the same title issued on December 12, 2014 and introduces specific site administrator and IDM roles and responsibilities.

**GUIDELINES:** The District follows various guidelines and regulations to comply with State and Federal requirements related to inventory of equipment such as the following:

- 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.



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- 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.

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 the Site Administrator**

- Designate one or more Instructional Device Manager responsible for managing the site's computing inventory
- Submit annual physical inventory certification at the end of each school year
- Plan for the replacement of devices approaching end-of-life (5 years or older) using the District identified computing device replacement fund.

##### **Responsibilities of the Instructional Device Manager:**

- 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)
- Identify and replace outdated and non-usable computing devices with the authorization of the site administrator.
- Update the status of devices checked out to students and employees by



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verifying the computing device and associated name 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.
- Begin replacing 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](mailto:ITAssetMgmt@lausd.net) or (213) 241-3023.