

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Information Technology Services

**TO:** Site Administrators

**DATE:** August 28, 2024

**FROM:** Soheil Katal  
Chief Information Officer

**SUBJECT: REPLENISHMENT OF LOST/STOLEN/DAMAGED AND OUTDATED DEVICES**

There have been recent inquiries in relation to student devices that need replenishment because they are either lost, stolen, damaged or outdated. The following information provides clarification:

- **Refreshing End of Life Devices**

Devices that are outdated, that are at least five years old and pose a security risk due to their inability to receive system and/or security software updates, will be exchanged for new ones on a one-for-one basis, depending on inventory.

- **Lost/Stolen/Damaged Devices**

In recent years, school computing inventories were replenished through central purchases funded by ESSER, which is no longer available. To address the immediate need for fiscal year 2024-25, funding has been allocated to ensure students have access to a device. We expect to receive the devices soon and be delivered to the schools. Schools should assess and plan for their device needs, including the type and quantity, before budget development. School staff must budget appropriately and assure that there is adequate inventory to start the school year.

- **Emergency Connectivity Fund (ECF) Program**

This program which provided computing devices (and connectivity) to students to participate in remote learning has ended as of June 30, 2024. Therefore, it is crucial that any student without a home device to bridge the homework gap is provided with a school-issued device upon request. Schools are therefore encouraged to utilize the device check-out process for students needing a device for home use.

As a reminder, all devices that are issued to students and staff are to be inventoried. Please refer to BUL-095100.2-Site Computer Inventory that outlines the roles and responsibilities of staff to manage IT assets as listed below:

1. Designate an IDM Designee to manage IT assets via the IT Asset Management System.
2. Ensure all students and designated staff have an assigned device and reflect that information in the IT Asset Management System.
3. Submit annual equipment inventory and/or inventory certifications, as required via Principal's Portal (due by June 30)

## Replenishment of Lost/Stolen/Damaged and Outdated Devices

August 28, 2024

Page 2 of 2

4. Enforce applicable device collection guidelines:
  - Collection of student device for a student who transfers to another school and/or graduates; or leaves the District; or
  - Attends a Verizon Innovative Learning School (VILS) program or similar program that provides devices; or
  - Alternatively, if the student is returning to the same school, there is no need to collect the computing device.
  
5. Refer to BUL-5509.5 - Restitution Procedures for the Loss or Damage of School Property, and BUL-999.15 – Responsible Use Policy (RUP) for additional information.

For further inquiries please contact your Region IT Liaison.

c: Pedro Salcido  
Karla V. Estrada  
Kristen K. Murphy  
Carolyn Spaht Gonzalez  
Amanda Wherritt  
Patricia Chambers  
Karen Mercado  
Andres Chait  
Regional Center Administrators