
Educator Laptop Responsibilities



What do I do if the laptop is stolen or lost?

Your laptop is equipped with tracking software that may enable NISD to recover your laptop if it is stolen or lost. ***Timely reporting of a stolen or lost laptop is vital.*** If the laptop is stolen while on NISD property, it is your responsibility to report the theft the next working day/within 24 hours to the NISD Police Department and your campus administrator.

A completed Burglary Theft Report must be submitted to the Purchasing Department within two weeks of the theft. This report is used to track the replacement process. The police report number must be indicated on the report. With appropriate documentation of the theft, the laptop will be replaced by the District at no charge to you.

The NISD Police Department will work with Technology Services to attempt to locate the laptop utilizing the tracking software. However, there is a possibility the laptop will not be recovered.

If the laptop is stolen while off NISD property, it is your responsibility to report the theft to the policing authority in the jurisdiction where the theft occurred and to report the theft the next working day/within 24 hours to the NISD Police Department and your campus administrator.

A completed Burglary Theft Report must be submitted to the Purchasing Department within two weeks of the theft. This report is used to track the replacement process. The police report number must be indicated on the report. With appropriate documentation of the theft, the laptop will be replaced by the District at no charge to you.

If you lose the laptop, the loss must be reported to the NISD Police Department and your campus administrator the next working day. If the laptop is not recovered, it is the responsibility of the employee to pay for the lost laptop.