REPORTING LOST/STOLEN EQUIPMENT

Follow the steps below to complete the process:

1. You must immediately notify your Supervisor and/or Principal.
2. Report the incident to the Police and file a Police Report.
3. Obtain a copy of the Police Report.
4. Complete the Portable Technology Use Form for lost or stolen equipment.
5. Complete the Certificate of Loss Form, Supervisor signature is **required**. (Located on the APS Forms Center)
6. Contact the IT Service Desk to submit a Nimbus ticket and attach the Police Report and Certificate of Loss Form. The Nimbus ticket will start the process for replacing the laptop.

Important Forms

Use of portable technology devices such as laptops, digital cameras, scanners, assistive devices and other technology devices, is subject to the rules and conditions contained within the Atlanta Public School (APS) District's Acceptable Use Policy. Click here to read the APS Portable Technology Use Agreement.

The Portable Technology Use Form is a mandatory form that must be completed by all employees utilizing APS issued IT Hardware. The form is a record of IT Hardware assigned as well as record of lost or stolen equipment and damaged equipment. Click here to access the form.

PREVENTING COMPUTER THEFT

- Never leave your laptop unattended in a public place, even for a moment.
- If you take your laptop or tablet home, do not leave it in your vehicle. It will be much safer locked inside your home rather than in a car exposed to possible thieves. If you must leave your laptop in your car, never leave it in plain sight, even if the vehicle is locked. Place it in the trunk of your car or conceal the computer by storing it under a seat.
- If you leave your laptop in your classroom, office or at your desk, keep it out of plain sight and lock it up in a drawer or cabinet.
- Make note of your laptop serial number, make and model number and keep it in a safe place. Also keep note of the IT Service Desk number (404) 802-1000.
- Always back up your information on a disk or USB flash drive and store them in a safe place.