



## **LOST/STOLEN/DAMAGED ELECTRONIC AND/OR DIGITAL COMMUNICATION DEVICE POLICY**

This Policy is to be read in conjunction with the various School policies, and the principles that form part of the Vision and Mission and Code of Conduct of the School, which in turn, are governed by the School's Rules and Regulations.

### **1. CONTEXT**

- 1.1. Redhill has integrated the effective use of electronic and/or digital devices ("device/s") into curriculum delivery and in facilitating an effective internet and server-based network for administrative and educational purposes.
- 1.2. Staff may be required to make use of devices (either their own or supplied by the School) for the due performance of their job description either in terms of administrative or academic functions.
- 1.3. These devices may be lost/stolen/damaged during the course and scope of the Staff member's duties, and this policy sets out and clarifies the School's position and Staff member's obligations and liability in respect of School supplied devices.

### **2. SCOPE AND PURPOSE**

- 2.1. This Policy applies to Staff making use of School supplied devices connecting to or making use of Redhill School networks, Wi-Fi and/or data on Campus.
- 2.2. The purpose of this document is to establish policy and to set procedures to follow in the event of lost/stolen/damaged School supplied devices.

2.3. Each Redhill staff member is responsible for devices assigned to them. The objectives of this policy are to:

2.3.1. ensure that Staff member take appropriate management and accountability for these devices; and

2.3.2. to establish the procedural steps for staff members to follow in the event of lost, stolen, or damaged School supplied devices.

### **3. RESPONSIBILITY OF STAFF MEMBER SHOULD A DEVICE SUPPLIED BY SCHOOL BE LOST/STOLEN/DAMAGED**

3.1. Should a School supplied device in the possession of a Staff member be:

#### **3.1.1 Lost/Damaged**

3.1.1.1 The Staff member shall report the loss or damage of the device as soon as is reasonably possible to their supervisor/manager/superior;

3.1.1.2 The Staff member shall report the lost or damaged device as soon as is reasonable possible to IT Helpdesk, [helpdesk-redhill@b2etech.co.za](mailto:helpdesk-redhill@b2etech.co.za) ; and

3.1.1.3 The Staff member shall provide a detailed statement to their supervisor/manager/superior setting out the circumstances under which the device was lost or damaged.

#### **3.1.2 Stolen**

3.1.2.1 The Staff member shall report the theft of the device as soon as is reasonably possible to their supervisor/manager/superior;

3.1.2.2 The Staff member shall report the theft of the device as soon as is reasonable possible to IT Helpdesk, [helpdesk-redhill@b2etech.co.za](mailto:helpdesk-redhill@b2etech.co.za) ;

3.1.2.3 The Staff member shall report the theft of the device as soon as is reasonably possible to the police, and obtain a reference number which must be immediately forwarded to the IT Helpdesk address above; and

3.1.2.4 The Staff member shall provide a detailed statement to their supervisor/manager/superior setting out the circumstances under which the device was stolen.

3.2. Should a Staff member fail to adhere to the above procedures, or be found to be negligent in, or contributed to, the loss/theft/damage of the device (which decision is in the sole and absolute discretion of the School), the Staff member may be:

3.2.1 liable for the insurance excess payable in respect of an insurance claim by the School to replace or repair the device;

3.2.2 liable for the cost of repairing or replacing a device which is not covered by a warranty or insurance policy, or where it is not financially viable to claim in terms of an insurance policy when compared to the excess amount required to be paid in respect of such claim.

#### **4. REVIEW OF POLICY**

This Policy will be reviewed from time to time.