

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 55
Series 2014-15

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Chief Operating Officer

Return of Technology Devices

TO: All Staff

FROM: Camille Jones, Chief Operating Officer

This circular provides instructions for the return of mobile technology devices assigned to employees who are leaving HCPSS. It also provides instructions for saving files currently stored on these devices that are essential for the employee's job functions.

Supervisors are responsible for collecting all assigned mobile devices (e.g. laptop, tablet, smartphone) along with their power adapters/cables from employees on or before the last day of employment. Fixed technology devices (e.g. desktops, printers) should be left on the employee's desk for re-assignment.

A list of these devices, as assigned in the HCPSS Central Inventory Database (CID), along with signed Device Agreements can be sent to employees and their supervisors to aid in this endeavor.

All returned devices will be wiped clean of any documents and files in preparation for reissue. Supervisors and employees must work together to identify all files and documents that are essential for the employee's job functions. These files and documents should be copied and stored in a secure location (e.g. supervisor's individual network home directory) on or before the last day of employment.

The technology department will be in contact with supervisors to arrange for pickup of returned devices.

CBJ/MTB/vw