



# Rancho del Rey Middle School Procedures for iPad Theft/Loss



Ms. Elsheikh will contact the parents whose students' last name is A-K.

Mr. Picazo will contact the parents whose students' last name is L-Z.

## **If a student has lost or has had his/her iPad stolen, the student must report it to the Library staff (Mr. Picazo / Ms. Elsheikh) immediately and:**

- Student's name will be given to our RDM site tech, Mr. Felkins, to start remote tracking of the iPad.
- Student must call home to let parent know that iPad is missing while the iPad is being tracked. Parent should expect a call from RDM Library staff after 24 hours to let them know the outcome.
- An issue comment will be made in the iPad Tracking system by the Library staff and:
  - If feasible, Mr. Felkins will send a message to the iPad stating the following, "This iPad belongs to a student at Rancho del Rey Middle School. 1174 East J Street, Chula Vista, CA 91910 (619) 397-2500 If you are in possession of this iPad, please return it ASAP. The student's learning is being affected as their textbooks are downloaded on the device. This iPad can be turned into the main office during business hours." The iPad will then be disabled after 72 hours.
- **If the iPad is found** on campus, Library staff will return the iPad to the student.
  - The RDM Staff member who returns the iPad to the student will enter a summary comment in the iPad Tracker system with their name and date the iPad was returned to student. If this is incident #3, the student will be referred to the Assistant Principal (AP) and AP will return the iPad to the student.
- **If the iPad is not found**, or is tracked but not retrievable, the Library staff will contact the parents to inform them of payment needed for iPad (make a payment arrangement if needed) and Library staff will also contact Ms. Wilson in the AP office to make a theft report with Chula Vista Police Department (CVPD). Once the report is made, Ms. Wilson will alert School Resource Officer Harbin (CVPD) that a theft report has been submitted. The general number to CVPD, 691-5151, will be provided to parents.

## **If the iPad is confiscated by a teacher, it must be reported to Ms. Wilson in the Assistant Principal's office:**

- The teacher who confiscated the iPad must turn it in to Ms. Wilson at the AP Office. The teacher must contact the parent within 24 hours to explain the situation and to inform them that the iPad can be picked up during the hours of 7:30 am – 4:00 pm Monday through Friday with Ms. Wilson. Additionally, teachers may send a detailed email to Ms. Wilson as part of the record.
- Ms. Wilson will notify the Librarian with student name and details so that a comment can be placed in the iPad Tracking system.
- Parent will need to sign for the iPad to be released. Ms. Wilson will update the Librarian so the comment can be recorded in the Tracking system.
- Depending on the severity of offense, iPad privileges may be revoked and textbooks issued to student.