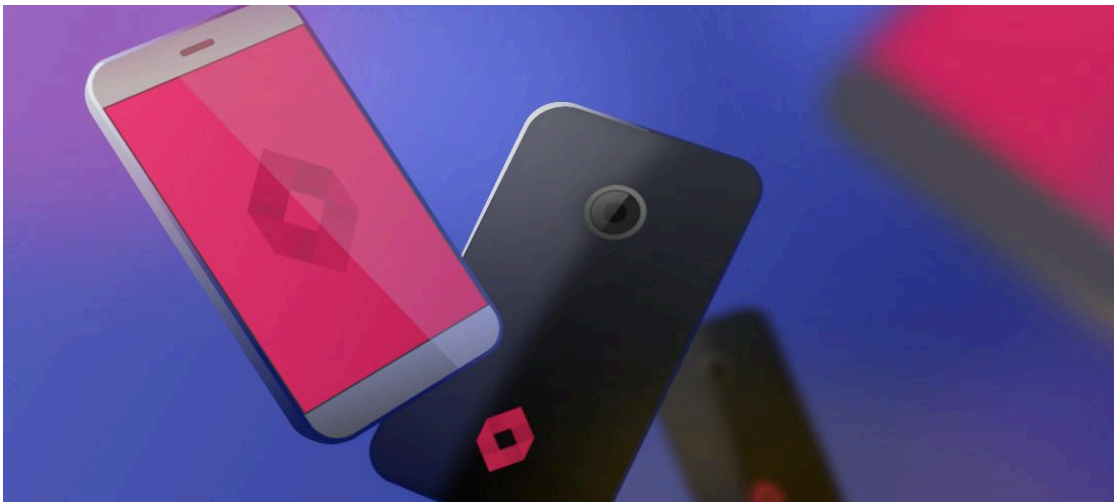**LUSD Technology Dept.**

Lost/Stolen Devices Procedures

November 18, 2024

What Happens When I Lose My Device?

1. You must report the incident to the technology department when you are unable to find the device. *(Call #: 619-390-2600 x2677)*
2. After the incident is reported you have **30 days** to find the device.
3. If the device is not found then you will be held liable for the full cost of the device. After payment is received you will receive an equivalent model type.
4. If the device is found, then you can call the phone number above and the technician will unlock the device and help you set it back up with a passcode depending on the grade your student is in.

What Happens When My Device Is Stolen?

1. You must report the incident to the technology department when you know the device is stolen. *(Call #: 619-390-2600 x2677)*
2. You will have **24 hours** to report this incident to the authorities. *(Please note you must receive a proper case number from the report they finalize)*
3. After receiving the case number, please call the number above to report that the process has been finalized and to start the procurement process for the replacement device.

*All procedures and district policies are upheld per _BP 6161.2, Ed Code 48904.1 and Civil Code 1714.1*_

LUSD Technology Dept.

Technology Manager: Brian Beisigl

Email: bbeisigl@lsusd.net

Phone: 619-390-2600 x2790