

REGULATION

PATERSON SCHOOL DISTRICT

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Care of School Property

R5513 CARE OF SCHOOL PROPERTY

A. School Administrators' Responsibilities

1. Administrators will exercise judgment in the entrustment of school property namely mobile digital devices to pupils.
2. Administrators will impress upon all staff and pupils the importance of the proper care of school property and instruct pupils in the proper use of school facilities, equipment, instructional materials, mobile digital tools and textbooks.
3. Administrators will keep an accurate inventory of mobile digital devices, textbooks and other materials assigned to their schools.

B. Teachers' Responsibilities

1. Teachers will exercise judgment in the entrustment of school property to pupils.
2. Teachers will impress upon all pupils the importance of the proper care of school property and instruct pupils in the proper use of school facilities, equipment, mobile digital devices, instructional materials, and textbooks.
3. Teachers will keep an accurate inventory of mobile digital devices, textbooks and other materials assigned to their classrooms.

C. General Rules Governing the Use of School Property

1. Pupils shall not deface the school building, furnishings, mobile digital devices or equipment in any manner.
2. Pupils shall not use school furnishings, mobile digital devices or equipment for purposes other than those for which the furnishing, mobile



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digital devices or equipment was designed and intended.

3. Pupils will care for school mobile digital devices and textbooks in accordance with C & Student Mobile Device Loaner Handbook.

C. Distribution and Collection of Mobile Digital Devices

1. Each Mobile Digital Device such will be stamped as the property of the Board of Education and marked with a serial number.
2. The serial number of the device will be placed in a database stored in the Google Cloud and on a Paterson backed up server that will contain the following information:
 - a. Name of the School or the organizational unit of the mobile digital device
 - b. Cart number that the device was delivered in
 - c. Condition of the charger that was assigned to the student
3. The following information will also be entered into the database stored on the Paterson Server:
 - a. The name of the pupil to whom the digital device is assigned
 - b. The date on which the book is issued,
 - c. The condition of the mobile digital device when it was issue, and
 - d. Condition of the mobile digital device when it is returned
 - e. The condition of the mobile device charger when it was issued; and
 - f. The condition of the mobile device charger when it was returned
4. Each school administrator will keep a permanent record of all of the digital mobile devices in their school.



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5. Each school teacher will keep a permanent record of the digital mobile devices in his her classroom.
 6. The Department of Network Technology will keep a permanent record of all of the digital mobile devices in the school district.
 7. A lost digital mobile device must be promptly reported to the teacher who issued the book. A replacement mobile digital device will be issued immediately after the theft activation process is complete. See (F Procedures for Tracking and Recovering lost or stolen mobile digital devices).
 8. Mobile Digital Devices will be collected and inspected before the end of the school year or marking period or as appropriate.
 - a. Once inspected a mobile digital device will be returned to the inventory until it is again distributed to a pupil.
 9. Fines will be assessed for lost and damaged mobile digital devices in accordance with (E).
- D. Care of Mobile Digital Devices by Pupils
1. Pupils shall take care not to lose or misplace a mobile digital device or expose a mobile digital device to conditions or circumstances likely to destroy, damage or degrade it.
 2. All textbooks that will be taken home by pupils must be protected with an appropriate cover to be supplied by the pupil.
 3. Pupils should not:
 - a. Use pencils, pens, markers, stickers or other implements to make a place in a mobile digital device



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- b. Soil mobile digital devices beyond normal use
 - c. Install unauthorized software, malware or virus' on the mobile digital device
 - d. Alter the image of the mobile digital device
 - e. Allow anyone other than themselves to use the mobile digital device for purposes
- E. Fines and Penalties for Mobile Digital Device
- 1. If a Mobile Digital Device is damaged, lost or stolen and a police report is filed a student must purchase insurance to cover the cost of the replacement mobile digital device in case it is lost or stolen a second time.
 - 2. The cost of insuring a Lenovo 11e is \$60.00 for three years of accidental damage and lost theft recovery.
 - 3. The school administrator or their designee will inspect each mobile digital device returned and will assess the fine if the mobile device is lost. The administrator or their designee will prepare a form in triplicate that includes:
 - a. The name and serial number of the mobile digital device that was lost
 - b. The name of the pupil;
 - c. A copy of the police report
 - d. The amount of the fine and the amount of funds collected
 - 4. In setting fines the teacher may take into account verified extenuating circumstances.
 - 5. Teachers will not collect fines.



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6. The pupil will take the form to the Principal's office and make payment of the fine assessed. The Principal or his/her designee will sign the form when payment is made. The Principal sends the money collected in fines to the Board of Education.
 7. Copies of the form will be distributed as follows:
 - A. The principal will retain one copy for office records.
 - B. The pupil will be given one copy as receipt for the fine.
 - C. The teacher will be given one copy as evidence that the fine has been paid.
 8. A pupil who finds their lost mobile digital device will be reimbursed any fine paid for the lost mobile digital device.
 9. A pupil who has not paid a fine owed will not receive a diploma, transcript, transfer card or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.
 10. If fines remain unpaid, The Principal or designee may request payment for the parent (s) or legal guardian (s), notify the pupil's employer or take other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of ones acts is instilled.
- F. Procedures for Tracking and Recovering lost or stolen mobile digital devices:
1. The student will report to their homeroom teacher that their device is lost or stolen.



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2. The teacher will notify their school administrator via an official school email that the mobile digital device is lost or stolen.
 3. The school principal will notify the Department of School Security and the Paterson Police Department the mobile digital device was lost or stolen and the administrator will file a police report.
 4. The Department of School Security will notify the Department of Technology that the device was stolen
 5. The Department of Technology will begin the tracking process of the lost or stolen mobile digital device
 6. Once the GPS tracking software is activated and the device is found the Department of Technology will contact the Department of School Security so that they could contact the police department to recover the device.
 7. The recovered device will be returned to the Department of Technology so that it may be examined and reimaged.
 8. If the device is in working order it will be returned to the school administrator who will distribute the device to another pupil.
- G. Distribution and Collection of Textbooks and Materials
1. Each textbook will be stamped as the property of the Board of Education and marked with a number unique to that book.
 2. A label will be affixed to the front of each textbook and will include:
 - A. The name of the Board of Education,
 - B. The name of the school,



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- C. The year in which the book was purchased, and
 - D. The number assigned to the book
3. The following information will also be entered on the label each time the book is issued to a pupil:
- A. The name of the pupil to whom the book is issued,
 - B. The date on which the book is issued to the pupil,
 - C. The condition of the book when it is issued, and
 - D. The condition of the book when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks used in his/her classroom. The record will include all the information listed in ¶G2 and ¶G3.
5. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a pupil.
7. Pupils must remove covers, loose papers, and markings before returning any textbook.
8. Fines will be assessed for lost and damaged textbooks in accordance with ¶I.
- H. Care of Textbooks by Pupils
- 1. Pupils shall take care not to lose or misplace a textbook or expose a textbook to conditions or



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circumstances likely to destroy, damage, or degrade it.

2. All textbooks that will be taken home by pupils must be protected with an appropriate cover to be supplied by the pupil.
3. Pupils should not:
 - A. Use pens, pencils, or other implements to mark a place in a textbook;
 - B. Use a textbook to file bulky papers and notes;
 - C. Write in textbooks; or
 - D. Soil textbooks beyond normal use.

I. Fines and Penalties for Text Books

1. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.

Loss or damage	Fine
Lost book issued in new condition	80% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price
Broken Bindings	1 dollar
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page



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Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil Damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	As for lost books

2. The teacher will inspect each textbook returned and will assess a fine for each lost or damaged book. The teacher will prepare a form in triplicate that includes:
 - A. The name and number of the textbook damaged or lost;
 - B. The name of the pupil;
 - C. The loss or damage to the textbook; and
 - D. The amount of the fine.
3. In setting fines the teacher may take into account verified extenuating circumstances.
4. The pupil will take the form to the Principal's office and make payment of the fine assessed. The Principal or his/her designee will sign the form when payment is made. The Principal sends the money collected in fines to the Board of Education.
5. Teachers will not collect fines.
6. Copies of the form will be distributed as follows:
 - A. The Principal will retain one copy for office records.



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- B. The pupil will be given one copy as receipt for the fine.
 - C. The teacher will be given one copy as evidence that the fine has been paid.
7. A pupil who finds their lost textbook will be reimbursed any fine paid for the lost textbook but will be assessed a fine for any damage done to the book.
 8. A pupil who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.
 9. If fines remain unpaid, The Principal or designee may request payment from the parent(s) or legal guardian(s), notify the pupil's employer, or take such other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of one's acts is instilled.

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