

Reporting a Lost or Stolen Laptop

Purpose:

Use this quick guide to learn how to report a BPS laptop that is **lost or stolen**.

- !** All steps below **must** be completed within 24 hours. Incidents reported outside of this 24-hour window are exceedingly difficult to recover.

Inside a BPS School:

- 1** Notify your Principal/ Headmaster.
- 2** Notify BPS Safety Services at 617-635-8000 and fill out the Superintendent's Circular FMT-12, **Report of Loss or Damage Resulting From Fire, Theft, Vandalism or Unlawful Acts**, available on www.bostonpublicschools.org, Employee Resources section.
- 3** Notify the Boston Police Department at 617-343-4200. File a report with the police department and obtain a copy for your records.
- 4** Notify OIIT at 617-635-9200. (If after hours, please email Kristine Matthews at kmmatthews@boston.k12.ma.us.) Fax the completed Superintendent's Circular FMT-12 and the police report to OIIT at 617-635-9176 attention Kristine Matthews.

Outside a BPS School:

- 1** Notify the local municipality. File a report with the police department and obtain a copy for your records.
- 2** Notify your Principal/ Headmaster.
- 3** Notify BPS Safety Services at 617-635-8000 and fill out the Superintendent's Circular FMT-12, **Report of Loss or Damage Resulting From Fire, Theft, Vandalism or Unlawful Acts**, available on www.bostonpublicschools.org, Employee Resources section.
- 4** Notify OIIT at 617-635-9200. (If after hours, please email Kristine Matthews at kmmatthews@boston.k12.ma.us.) Fax the completed Superintendent's Circular FMT-12 **and** the police report to OIIT at 617-635-9176 attention Kristine Matthews.