

Portland Public Schools

Technology Devices **COVID-19 Standard Operating Procedure**

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information, which includes the Student ID at a minimum. Specific instructions on managing inventory entries and updates can be found in this document ([LINK](#)). All computers will have been previously sanitized by OTIS staff or school based staff by wiping the entire computer, power supply, and associated cables, with sanitizing wipes while using gloves and placing all contents into a bag to avoid contamination.

Replacement

Will follow the same procedures as Check-out, but with the additional step of submitting a Service Desk ticket which will notify OTIS staff that a device will need to be repaired and placed back in the pool for devices available for check-out.

School staff will need to update the inventory database entry associated with the student to update the asset tag number of the new

