

Reporting Stolen Computers

Students

All students are responsible for insuring their college computer in the event of theft as described in the Student Notebook Computer Agreement and agree to in writing at the time of computer issue. Be sure you have included it on your homeowners or renters insurance policies. Insurable amount and full configurations may be obtained from the Student Notebook Coordinator.

Students who have not insured their college computers are responsible for the full cost of replacement up to current buyout amount at the time of theft and will not be issued a replacement or loaner computer until this amount has been paid to the Business Office. Once the buyout amount has been paid then a replacement computer can be issued.

If theft occurred ON-CAMPUS:

- Immediately file a report with Campus Security and the Sioux City Police Department. Be sure the report includes all components for your computer like power cords, adapters, etc., and any other items that were stolen.
- Notify the Student Notebook Coordinator who will then provide the serial number and complete description of the laptop for the Police Dept. and Insurance Company.

If theft occurred OFF-CAMPUS:

- Immediately file a report with the Police Department or local authority of the town or location from which the theft occurred. Be sure the report includes all components for your computer like power cords, adapters, etc., and any other items that were stolen. The report should have the Police Officers name and badge number with the Police Dept. name and address on it. Later you may be required to send them the serial number and full description of the computer.
- When you return to campus, file a report with Campus Security. Bring them a copy of the police report filed.
- Notify the Student Notebook Coordinator who will assist you with the serial number and exact model information. Bring a copy of the Police Report so the unit can be reported stolen to the computer vendor. Obtain buyout amount from the Notebook Coordinator.
- Notify your insurance company. They will need a copy of the police report along with the serial number and initial value of the computer. This information can be obtained from the Student Notebook Coordinator who will assist with the insurance claim.
- After obtaining the current buyout amount from the Student Notebook Coordinator, pay this amount at the Business Office. Present the paid receipt to the Technology Services Center Staff to receive a replacement computer of the same make, model, and year.

Employees

If theft occurred ON-CAMPUS:

- Immediately, file a report with Campus Security. They will also have you file a report with the Sioux City Police Department. Be sure the report includes all components for your computer like power cords, adapters, docking stations, etc., and any other items that were stolen.

If theft occurred OFF-CAMPUS:

- Immediately, file a report with the Police Department or local authority of the town or location from which the theft occurred. When you return to campus, file a report with Campus Security, bringing them a copy of the police report you filed. Be sure the report includes all components for your computer like power cords, adapters, etc., and any other items that were stolen.
- Notify a full-time staff member in the Technology Services Center so that your information may be properly documented. They will also be able to assist you with the serial number and exact model information if needed for above reports.
- Campus departments are responsible for purchasing a replacement computer and should notify the Information Services Purchasing Agent for their options.