

Status Investigation Pertaining to Sale of Computers with Sensitive Information

- A. The Board approved a Surplus Auction to be held on April 6.
- B. 267 computer devices were inventoried, designated as surplus, processed, and sent to the auction site at PFC Ybarra Middle School Gym by the Technology Department.
- C. The procedure in place for disposing technical equipment was for the Technology Department to pick up technology equipment from all campuses and remove the hard drives before auctioning them.
- D. The Technology Department informed all Campuses and Departments of these procedures.
- E. The guidelines and procedures for auctioning obsolete computers are also posted in the Business Office Procurement and Procedures Manual. Trainings are given at the beginning of every school year.
- F. During my investigation , it was revealed that at least 18 computers were taken to the auction site without removing hard drives.
- G. Without authorization, a principal directed his staff to take computers directly to the auction site. A Transportation Department staff member also took one computer with sensitive data directly to the auction site. We are continuing to investigate to see if any other departments or campuses did not follow the procedures.

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- H. The day of the auction, one of the bidders informed the administrator working at the auction site that a laptop had a hard drive on it.
- I. Upon hearing that information, the administrator informed her supervisor about the issue. The supervisor's directive was to get the buyers information. No directive was given to stop auction.
- J. According to the buyer, he bought six computers with hard drives on them.
- K. According to the buyer, he secured those devices in his office at his place of business.
- L. We have attempted to recover the computers from the buyer, as of today our attempts have been unsuccessful.
- M. In being proactive, we will continue to investigate any other computers bought that day. We will follow up with the other buyers and make arrangements to physically check them.

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Going Forward:

- N. We will send information to parents of the Truan Jr. High students that sensitive information was not removed from hard drives.
- O. If we find any additional sensitive information that was breached from the other schools or departments, we will also send out a letter.
- P. We will inform our community through our local newspaper and website about the incident.
- Q. We will no longer auction technology equipment.
- R. We will have a company recycle the equipment.
- S. Reprimands, reassignments and possible letters of terminations will be issued.
- T. We will continue to provide Professional Development for all staff on the procedures for proper disposal of fixed assets via the Business Office Procurement and Procedures Manual.
- U. All staff will complete an additional online course on data security along with the required yearly courses.
- V. Students will also receive lessons as to the importance of data security during their cyberbullying and internet safety lessons.