

**Pasadena Unified School District**  
**Technology & Accountability and Procurement Services**

## **Interoffice Memo**

**Date:** August 26, 2009

**HAND OUT-OFFICE MANAGERS IN-SERVICE**

**To:** Executive Leadership, Principals, and Office Managers/Secretaries

**From:** Gary A. Carnow, Ed.D. Chief Technology Officer  
Teri Castaneda, Administrator

**RE: DISTRICT STANDARDIZATION – SECURING COMPUTERS**

---

In an effort to ensure the District is protecting assets and maximizing resources to best of its ability the following provides information related to the immediate change in securing computers when purchasing new computer equipment.

### **CHANGE**

Effective immediately all new desktop computer orders will be ordered with CompuTrace, as has been our previous practice with laptop computers. This security software allows law enforcement to track and identify the location of a laptop or desktop when it is reported missing. When a unit is reported missing, CompuTrace notifies law enforcement that will go to the location calling out the signal. The Computrace "Lo-Jack" tracking system is activated prior to delivery to your site.

### **COST OF SERVICES**

The price for Computrace which includes three years of tracking service is \$75. The cost for Arey Jones Services is \$80 per desktop computer and \$100 per laptop computer (this includes etching on the laptop of Pasadena Unified School District).

Arey Jones (Los Angeles) is the company that will provide us with set-up and delivery of any computer from Apple, Dell or HP (among others). The manufacturer coordinates with Arey Jones. Arey Jones services for us will include include delivery, imaging, user configuration, basic installation of the computer system, remove packaging and asset tagging. Arey Jones will contact your office staff noted on your purchase order to schedule the delivery and set-up.

### **COMPARISON/BENEFITS**

The previous method of physical lockdowns required a second requisition be submitted to a separate vendor and included a few services similar to the new process. The former cost of services was \$59 but only included a two year anti-theft warranty.

- Once a unit is identified as missing, the CompuTrace is activated to conduct a search. Law enforcement is notified when located. If system is not recovered after a specified period, the District is paid a specified replacement charge.
- The new method of the electronic "Lo-Jack" system and additional services no longer requires Technology and Accountability Division staff (formerly ITS) to come to the site to configure and connect the system, thereby reducing the time that the site waits until it can begin using the system. This method also allows Technology and Accountability staff time to be used for essential work orders that require higher level attention and action.
- The "Lo-Jack" tracking system is active for three years.
- The quoted price for any computer system will automatically include the cost. .

This new process is part of our commitment to providing an efficient and stream-lined support to our schools, divisions, and departments.



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
450 N STREET, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0088  
[www.boe.ca.gov](http://www.boe.ca.gov)

BETTY T. YEE  
First District, San Francisco

MICHELLE STEEL  
Third District, Rolling Hills Estates

JEROME E. HORTON  
Fourth District, Los Angeles

JOHN CHIANG  
State Controller

BARBARA ALBY  
Acting Member  
Second District, Sacramento

RAMON J. HIRSIG  
Executive Director

## IMPORTANT NOTICE

### CalRecycle Reduces Electronic Waste Recycling Fee Rates Beginning January 1, 2011

On July 26, 2010, the Director of the Department of Resources, Recycling and Recovery (CalRecycle) approved a decrease for all Covered Electronic Devices (CEDs) effective January 1, 2011.

The new eWaste fee rates are as follows:

SCREEN SIZE - MEASURED DIAGONALLY	FEE
More than 4 inches, less than 15 inches	\$ 6.00
15 inches or more, less than 35 inches	\$ 8.00
35 inches or more	\$10.00

The Board of Equalization (BOE) is responsible for collection of the eWaste fee.

The Department of Toxic Substance Control (DTSC) determines which products qualify as CEDs. If you have any questions regarding CEDs, please visit their website at [www.dtsc.ca.gov](http://www.dtsc.ca.gov), or call 800-728-6942.

If you would like to learn more about the eWaste program, please visit the CalRecycle website at [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov) or [www.eRecycle.org](http://www.eRecycle.org). You may also call CalRecycle at 916-341-6000.

For more information about the BOE's role in the collection of the eWaste Fee, please visit our website at [www.boe.ca.gov/sptaxprogl/waste.htm](http://www.boe.ca.gov/sptaxprogl/waste.htm) or contact the BOE at 800-400-7115.

STATE BOARD OF EQUALIZATION  
Property and Special Taxes Department  
Special Taxes and Fees Division