The latest copy of the Laptop Incident Report Form can be found at https://www.det.nsw.edu.au/policies/technology/computers/44/incid_report.doc (DET intranet)

Lost and Stolen Process Flow - Version 1.7

The process described here applies to lost or stolen laptops. The Principal determines if a replacement and initiates where relevant the TMF claim process. Instructs TSO if an order for replacement is required. The TSO can then order replacement devices. Replacement devices can be obtained from: https://detwww.det.nsw.edu.au/it/equipment/hardware_stds/der_replacement_order.htm

**Time is flexible depending on circumstances and the Principal’s discretion.

Note: This process also applies to unreturned devices by students who leave DET. In these circumstances, the Principal advises the TSO to apply the Stolen process once sufficient effort has been made to retrieve the device.

Key:
- Lost
- Stolen
- Lost and Stolen