

INFORMATION TECHNOLOGY

Technology Infrastructure

Automated Computer Inventory System (ACIS)

This regulation supersedes Regulation 6250.3

I. PURPOSE

To assign responsibilities and provide a high-level process and the procedures for entering, maintaining, and updating Fairfax County Public Schools' (FCPS) technology equipment using the automated computer inventory system (ACIS). This regulation covers mandatory, as well as optional, locally defined equipment.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section V.B. has been revised to reflect the transfer of scanning responsibility for the ACIS inventory from the school-based technology specialist (SBTS) to the technology support specialist (TSSpec).
- B. Section V.C. has been added to reflect the responsibilities of the SBTS for all mandatory ACIS management procedures.
- C. Section V.I. has been revised to reflect the name change of the IT Call Center to the IT Service Desk.

III. SCOPE

ACIS is an online inventory system used to capture information about FCPS' technology equipment. It serves as the official source for mandatory inventory items. The information in ACIS is used to satisfy divisionwide as well as any required state and federal reporting requirements.

A. Applicability

This regulation applies to staff members with ACIS oversight responsibility and their designees.

B. Definitions

1. Mandatory

Technology equipment that is required to be entered into ACIS as set forth in the current version of Notice 6250. This includes all computers and peripheral devices as outlined in the current version of Notice 6250.

2. Locally Defined

Any school- or office-based equipment, not defined as mandatory, that a principal or program manager chooses to manage using ACIS. Entering locally defined equipment into ACIS is optional.

Additional definitions are defined in the current version of Notice 6250.

IV. REQUIREMENTS

- A. To provide an accurate count of FCPS' technology equipment.
- B. To assure adequate resources in support of the instructional and administrative programs.
- C. To provide a knowledge base in case of disaster recovery.

V. RESPONSIBILITIES

- A. Principals and program managers are responsible for inventory for their schools or offices. They shall review and validate ACIS data for their sites.
- B. TSSpecs will be responsible for the inventory verification processes, as defined in Notice 6250, for the inventory scanning process, postscanning inventory reconciliation procedures, and inventory certification procedures.
- C. SBTS will retain responsibility for all ACIS mandatory management procedures including but not limited to validating and adding centrally funded computers, adding locally funded computers, adding miscellaneous computers, submitting IT Service Desk incident tickets for computer installation, adding required peripherals, and providing necessary computer and peripheral removal.
- D. The chief information officer (CIO), Department of Information Technology (IT), shall have final authority over ACIS.
- E. The IT CIO shall prepare and release all divisionwide computer inventory reports.
- F. The director, Office of IT Support Services, is the system sponsor for ACIS.
- G. Leadership Team members are responsible for ensuring the accuracy of their departments' inventories.
- H. IT FASTeam members shall provide ACIS application support and instruction.
- I. The IT Service Desk shall be responsible for ACIS account management.

VI. PROCEDURES

- A. When new mandatory equipment arrives at the site, an FCPS black and white bar code label must be affixed to the equipment. The bar code number becomes the asset identification (asset ID) number and the means for identifying the equipment in ACIS.

- B. The use of the scanning module for physical inventory is required pursuant to the dates as published in the current version of Notice 6250.
- C. Each piece of mandatory equipment valued at over \$5,000 will be issued an FCPS silver and green property identification bar code label. The site must affix the label to the equipment and record the bar code number in ACIS.
- D. Workstations shall be named according to standard workstation naming convention as described in section 2.5 of FCPS Technical Bulletin 516 at <http://fcpsnet.fcps.edu/it/e-net/technicalbulletins/index.htm>. This link is available only from computers within the FCPS network (FCPSnet).
- E. New equipment shall be entered into ACIS within 30 days.
- F. All updates in ACIS must be made within 30 days of the change.

VII. QUALITY ASSURANCE

- A. Mandatory inventory shall be certified to ensure the accuracy of the data in ACIS. Certification time frames and specific profile items to be inventoried are listed in the current version of Notice 6250.
- B. The IT CIO may request audits or other activities for the purpose of special inventory initiatives.

See also the current version of: Notice 6250, Automated Computer Inventory System (ACIS)
Certification Schedule