

## **Operations Policy #912 Property Insurance**

### **Purpose:**

Property insurance to protect the Cyber School against loss is a necessary part of the operation of the school. Protection for computers against loss and theft as well as damage from fire and use are necessary.

### **Guidelines**

- The Cyber School shall hold property insurance for the computers and also for loss to the capital property of the school such as furniture, file cabinets, electronic equipment, servers, copiers, office printers and furnishings and materials valued at more than \$100.
- The technology department shall maintain an inventory of all physical property of the school and shall keep it current by deleting items when disposed of and adding new materials when purchased.

### **Delegation of Responsibility:**

The CEO shall be responsible for inventory is maintained and there is sufficient insurance to protect against loss.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.