Disposal of Technology Equipment

Administrative Procedure 6.070

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16
Legal Reference:
Date Adopted: June, 2012
Date Amended: November, 2024
Date Reviewed: February, 2019; November, 2021

PREAMBLE

When a department or school determines that it has unneeded, outdated, or unused computer equipment that is in working condition, an effort should be made to redistribute it. The following policy provides for the disposition of these and obsolete equipment.

REGULATIONS

1. First consideration should be given to redistribution within the School District following local practices.

2. If other sites in the District show no interest, alternative arrangements for repurpose, storage or disposal should be made. Action must be carefully documented and the I.T. Department kept fully informed, using the form created by the Technology Department. (Appendix A)

   Procedure:

   1. In June the Principal/Manager of the education site will forward to the Director of I.T. a list of the equipment deemed to be obsolete using the form created by the Technology Department.

   2. The Principal/Manager at each site, with the co-operation of the School District of Mystery Lake Technology Department, shall ensure that the Electronic Storage Devices are re-formatted/wiped clean prior to relocation or disposal.

   3. The Technology Department will investigate whether other sites in the District wish to obtain the equipment.

   4. In the event there is no interest for the equipment, the Technology Department will investigate methods of storage or disposal.

5. The Maintenance Department will dispose of the equipment that is not in working condition.

6. The I.T. Department is responsible to ensure hard drives, descriptions, District Numbers, and Inventory Numbers are documented prior to disposal of equipment.

APPENDIX A

School: _____

Date: _____

School District of Mystery Lake
Disposal of Equipment

SITE:			
Quantity	**Description/Model Number**	**Location of the Equipment (room)**	**SDML # / Inventory #**
Additional Information: (Where the equipment is forwarded to or disposed of)			

Principal's Signature: _____

Date: _____

NOTE: Make sure that a copy is sent to the Director of I.T. and the Maintenance Department

Technology Department

Disposition Record of the above

Maintenance Dept:

_____
_____
_____