



INFORMATION & TECHNOLOGY MANAGEMENT 4 – Disposal of Obsolete Computer Equipment

Date: Jan. 15, 2009 Revised: Mar 23, 2011 Responsible Administrator: Director of Curriculum and Instruction

1.0 RATIONALE

The provision of contemporary information and communication technologies is an essential component of a progressive learning environment. The continued use of equipment past its expected lifespan places a high demand upon the limited support resources available to the Division. The disposal of obsolete equipment needs to be undertaken in an environmentally responsible manner.

2.0 PROCESS

The Director, Curriculum and Instruction, in consultation with the Manager of Technology Services, shall maintain and facilitate this Administrative Practice.

3.0 GUIDELINES

- 3.1 Computer hardware older than eight (8) years shall be deemed obsolete.
- 3.2 On an annual basis, in consultation with the Manager of Technology Services, the school principal shall identify additional computer hardware, less than eight years old but not in working order, as obsolete.
- 3.3 When computer hardware is deemed obsolete the following procedure, for disposal of same, will be followed.
 - 3.3.1 Annually, the Manager of Technology Services will request that principals complete and submit the “Obsolete Equipment” form.
 - 3.3.2 The Manager of Technology Services will coordinate pickup and disposal of obsolete equipment.
 - 3.3.3 The technology services department will ensure that all hard drives are electronically cleaned of all data or rendered unusable by physical means.

References: *Board Policy: F/I/14 Information and Communication Technology
E/III/6 Supporting the Growth and Development of Staff
D/1/3 Security of Personal and Division Information*
*Admin Practices: Information and Technology Management #: 1, 2, 6, 7, 8, 9, 10, 11
Information and Technology Management Exhibit: 1 & 2*