

TITLE: DONATION OF OBSOLETE COMPUTER HARDWARE

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1.0 OBJECTIVE

To govern the donation of the Board's obsolete computer hardware assets.

2.0 DEFINITIONS

In this procedure,

2.1 **Obsolete** means equipment that has been certified by Business and Learning Technologies staff as no longer meeting the standards of the Board.

2.2 **Computer hardware assets** mean any computer hardware equipment (including, but not limited to computers, monitors, keyboards, mice, processors) purchased by or previously donated to schools and/or the Board.

3.0 RESPONSIBILITY

3.1 Superintendent of Business and Learning Technologies, Principals/Managers

4.0 PROCEDURES

4.1 Principals/Managers Responsibilities

- a) Each principal/manager will report any unused or undesired equipment to Business and Learning Technologies using the "Call Ticket" process with Hotline.
- b) Each principal/manager will dispose of remaining unrecyclable unusable equipment in accordance with Policy P.056.FIN: Distribution or Disposal of Surplus and Obsolete Furniture and Equipment.
- c) Each principal/manager will when needs are identified in the school community, place requests for refurbished equipment to a Computers For Homes Recycling Centre. Requests are to be prioritized to address the needs of current students first.

- d) Each principal/manager will facilitate the pickup of available refurbished equipment from a Computers For Homes Recycling Centre and the release to identified families or organizations.
- e) Each principal/manager will maintain a record of computer serial numbers and the families or organizations to which they were released.

4.2 Business and Learning Technologies Department Responsibilities

- a) The Business and Learning Technologies Department will review any hardware reported by principals and managers as being unused and/or unwanted.
- b) The Business and Learning Technologies Department will label for recycling equipment which still has value to our system, and label any obsolete items for disposal.
- c) The Business and Learning Technologies Department will provide an electronic template for the collection and tracking of computer serial numbers, for equipment donation records maintained by principals/managers, and the Computers for Homes Recycling Centres.
- d) The Business and Learning Technologies Department will facilitate the delivery of obsolete equipment selected for donation from schools and departments to Computers For Homes Recycling Centres twice per year on dedicated pickup days.

4.3 Computers For Homes Recycling Centre Responsibilities

- a) The Computers for Homes Recycling Centre will remove all data and software from the computers.
- b) The Computers for Homes Recycling Centre will remove all Board identifying marks from the equipment.
- c) The Computers for Homes Recycling Centre will repair the computers to a usable condition, as parts and expertise permit.
- d) The Computers for Homes Recycling Centre will install available operating systems and application software, as licensing permits.
- e) The Computers for Homes Recycling Centre will maintain an inventory of computer serial numbers and schools/departments to which they were released.

5.0 REFERENCE DOCUMENTS

Board Policy P.049.IT: Electronic Communications Systems
Board Policy P.056.FIN: Distribution or Disposal of Surplus and Obsolete Furniture and Equipment

Board Procedure PR.546.FIN: Distribution or Disposal of Surplus and Obsolete Furniture and Equipment