

Administrative Procedure 556

TECHNOLOGY PROCUREMENT AND MAINTENANCE

Background

The division must demonstrate sound financial management practices, sound purchasing practices and ensure that funds are efficiently spent.

The division will ensure that equitable, economical, sustainable and consistent practices are implemented for the procurement of technology.

Purpose

The purpose of this procedure is to provide guidance and information regarding the purchase, use and management of technology within the division.

Procedures

1. Purchasing Regarding Technology
 - 1.1 All devices must be purchased through the IT department to ensure compliance with purchasing agreements, hardware/software compatibility and standards, support contracts, licensing, etc.
 - 1.2 Devices not purchased through the IT department will receive minimal support, and maintenance costs will not be covered by the IT department.
2. Division Standards Regarding Technology
 - 2.1 Device standards are updated yearly that cover the majority of device deployments. These standards will ensure that the hardware requirements, software requirements, management ability, performance, cost, and functionality of a standard device will meet the requirements of the deployment.
 - 2.2 Deviations or special deployments can be discussed and evaluated to make sure all needs are met, as well as sections 2 and 3.
3. Maintenance and Repair
 - 3.1 Devices purchased in compliance with Section 2 will be maintained and repaired with IT and division resources.
4. Student/Device Ratios
 - 4.1 The number of attending students will be compared to the number of student accessible devices within the building. This will create a ratio the division will use to consider the target number of computers for a site.
5. Evergreening
 - 5.1 The minimum expected lifetime of a device is normally 5 years. Devices will be kept in use longer if the performance is still at an adequate level.

Individual devices that fail can be replaced as needed. Devices in bulk can be replaced when that model's performance no longer meets standard.

6. End of Life
 - 6.1 Devices that have been removed from service or replaced by an evergreen refresh will be disposed of as appropriate.
 - 6.2 Once a model is considered to no longer meet performance requirements, and is replaced through the evergreen cycle, existing devices will not be redeployed.
7. End of Life Replacements
 - 7.1 When a set of devices needs disposal due to end of life, the ratio of students per device will be evaluated. If the site still has an acceptable ratio, the devices in question may not be replaced with division funds.
8. Storage/Security
 - 8.1 All carts will be locked when not being currently loaded or unloaded.
 - 8.2 All devices will be labeled with an asset tag and device identification tag. These tags will not be removed.
9. Asset Control
 - 9.1 All devices are fitted with an asset tag and device identification tag at reception.
 - 9.2 These identifiers will be logged into the asset management system.
 - 9.3 An audit of all devices will be performed in the summer to ensure the fielded equipment matches records.
10. Use from Home
 - 10.1 As required, students may borrow a device for long term remote usage.
 - 10.2 Both the student and guardian will be required to sign the [Acceptable Use for Take Home Agreement](#).
 - 10.3 The school will log which device is being borrowed referencing the division asset tags.
 - 10.4 Repair costs that result from misuse of the device will be the responsibility of the borrowing party.