

Noninstructional/Business
Operations**SUBJECT: TECHNOLOGY – PROCUREMENT AND MANAGEMENT****Material Selection Policy**

Requested technology hardware and software products are evaluated by the technology department for compatibility, licensing, support requirements, lowest total cost and efficient implementation.

Hardware and Software Procurement

The technology department requests quotes from current New York State office of general services contract vendors. The lowest compatible quote is forwarded to the District Office for evaluation, approval and the purchase order. (Refer to Policy 5421 Procurement of Goods and Services). Purchased Items are shipped directly to the Technology Services in the care of the Network Administrator. Upon receipt the Network Administrator opens all boxed items and confirms receipt of ordered items. The Technology Services Deployment Technician engraves, tags and databases all items. The Help Desk Technicians then deploy items to the users.

Inventory Control Policy

Technology inventory is maintained by the Technology Services Department. A district wide annual physical review is performed by department Technicians beginning each January. Loaned and mobile equipment items are returned to the office during all breaks and vacations.

Donation Policy

The district will evaluate all proposed donations of hardware and software. Items must meet the current minimum standards in use by the district at the time of the suggested donation. Upon acceptance of any donation the district will agree to offer ongoing support, licensing, and upgrading costs.

Relocating, Removing Or Replacing District Technology

No district staffs are authorized to remove district technology resources from their assigned locations within a building, or to an off-site location, without prior approval from Technology Services. District resources are not for personal use and are not to be removed from the district for personal use.

Obsolete and Aged Equipment.

All district technology hardware systems are part of a cyclical annual evaluation for replacement. Desktop and laptop computers are evaluated on a 5 yr basis. Printers are evaluated on age, use and repair history. All other technology devices are evaluated on their repair history and their age. The evaluation takes part during the budget process. Proposed replacements are incorporated in to the budget and approved by the district office. Desktop and laptop computers that have reached their 5 year mark and have been replaced by new units are recycled in the district and are re-used for operations, labs and infrastructure. When hardware ages beyond reasonable use, items are stored at the District Office warehouse, sorted by like items, palletized, shrink wrapped and await disposal to an authorized recycling center.

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Operations**SUBJECT: TECHNOLOGY – PROCUREMENT AND MANAGEMENT****Disposal Of Damaged Or Non-Repairable Equipment**

The districts Technology Services Department diagnoses and repairs all hardware damages at the departments workbench, or where needed, with the assistance of an authorized service vendor. In addition, a small number of duplicate hardware items are kept in storage for immediate replacement of failed, non-repairable items and are also used for short term replacements while repairs are diagnosed and repaired. Damaged and aged systems are used for parts in repairs of like systems and unused parts are sent to the District Office Warehouse for disposal to an authorized recycling center.

Energy Policy

In an effort to save energy and reduce costs Technology Services will make use of all available resource settings for energy savings. Such settings will include disabling screensavers for the more energy efficient “power save” mode of all monitors and the automated shut-down of computers left on during off hours.

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