

WEST I.S.D. OBSOLESCENCE POLICY

Weeding and discarding inapplicable hardware/software/equipment is a very important facet to the maintenance of an efficient computer collection. This will be done during inventory, at regularly scheduled intervals, and at any time equipment has problems or needs maintenance.

Criteria to be considered include:

1. physical condition
2. relevancy
3. appropriate level
4. usefulness in the curriculum
5. availability of repair parts
6. cost of repairs
7. compatibility of hardware with new available software

Person(s) responsible for making the decisions on discarding hardware/software are:

1. Technology Staff and Technology Director

Procedure to be used in discarding any hardware/software:

1. carefully consider the above criteria
2. make a list of all materials to be removed
3. inform the Technology Coordinator on each campus to see if there is a need elsewhere for said items
4. once a year, schedule a technology recycling company to come and pick it up at no cost to the district
5. individual items valued at more than \$100.00 will be sold by bid with proceeds being deposited to the technology budget