Procedure for Computer Equipment Disposal

Specific procedures related to the proper disposal of computer equipment. Reasons for disposal include obsolescence or the inability to repair equipment at reasonable cost. Disposal will be consistent with Salem School District Policy DN, School Property Disposal Procedure.

Disposal Process:

1. An individual staff member will notify the school principal or direct supervisor that equipment has or may have reached its end of useful life.
2. The principal or supervisor will notify the Superintendent who then will notify the Salem School District lead technician.
3. The Salem School District lead technician will assess the equipment and determine the status.
4. When a decision is made to dispose of equipment, District IT staff will remove the equipment from the school or building. Equipment will be brought to the IT Office.
5. Useful parts will be uninstalled from the system(s) for use in a similar system or systems. The spare parts will be stored in an IT Office location.
6. District barcode and product serial number will be noted and sent to the IT Department secretary via e-mail for proper recording in the District inventory spreadsheet.
7. If the disposal includes Title I or Title III equipment, the District barcode and Title I/III barcode will be removed and sent to the Director of Literacy or designee for proper recording with the State, in addition to contacting the IT Department as stated above.
8. Equipment will be placed in a recycling location currently located at Salem High School.
9. When appropriate, the IT Department secretary will notify the recycling company to schedule removal.