

ELECTRONICS TECHNOLOGY EQUIPMENT DISPOSAL

Overview

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, optical drives and other storage media contain various kinds of Seven Oaks data, some of which is considered sensitive. In order to protect our constituent's data all storage mediums must be properly erased before being disposed of or repurposed to other institutions.

Purpose

The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by Seven Oaks School Division.

Scope

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Seven Oaks School Division including, but not limited to the following: personal computers, servers, network gears, hard drives, laptops, mainframes, smart phones or handheld computers (i.e. Windows Mobile, iOS or Android-based devices), peripherals (i.e. keyboards, mice, speakers), printers, scanners, portable storage devices (i.e. USB drives), backup tapes, printed materials.

All Seven Oaks employees must comply with this policy.

Technology Equipment Disposal

- When Technology assets have reached the end of their useful life, they will be refreshed by the Information Technology (IT) Department, average refresh cycle is 5 years.
- The IT Department will have an inventory list of all the OLD Items that will be refreshed and will arrange the disposal and secure erasure of all storage mediums in accordance with current industry best practices.
- All data including all files and licensed software shall be removed from the equipment. A certificate must be obtained from this task if done by a third party vendor.
- No computer or technology equipment may be sold to any individual other than through the processes identified in this policy.

- No computer equipment should be disposed of via skips, dumps, landfill, etc. OLD technology will be shipped to Maintenance for temporary storage before disposal. The IT Department will make sure that all data is properly removed prior to final disposal.
- All existing software licenses and applications must be deactivated prior to disposal.
- Computer Equipment refers to desktop, laptop, tablet, Chromebook, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.

Purchase of Disposed Equipment

- Equipment which is working, but reached the end of its useful life to Seven Oaks School Division, will be enrolled to a Buy Back Program to a Third Party Vendor.
- Third Party Vendor will coordinate with IT Department to determine the appropriate cost for each item.
- The Vendor selected will be responsible for the Data Cleanup of the OLD equipment and must provide certificate to Seven Oaks School Division about the data wipe out.
- All purchases are final. No warranty or support will be provided with any equipment sold.
- Any equipment not in working order will be donated or disposed of according to current environmental guidelines.
- IT Department has contracted with several organizations to donate or properly dispose of outdated technology assets.
- Prior to leaving Seven Oaks School Division premises all equipment must be removed from the Information Technology inventory system.

Compliance Measurement

The IT Department team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits and certificates provided by the Third Party Vendor.

Exceptions

Any exception to the policy must be approved by the IT Department in advance.