

Cherokee County Schools recognizes the vital role that technology performs in education. The school system has invested in a technology infrastructure, technology equipment, and software. It is important for the school system to track the investment that has been made. The school system's Technology Services Department and individual schools will be responsible for keeping an accurate inventory of all technology equipment and all associated materials as required by state law.

Technology Inventory Guidelines

1. All technology equipment purchases will be delivered to the Technology Services Department.
2. Individual schools will be responsible for tracking all software license information and school technology equipment. Equipment shall include but is not limited to the following items: computers, projectors, digital cameras, digital video cameras, printers, laptops, equipment carts, scanners, digital assistants, digital white boards, monitors, external hard drives, etc.
3. Each school will be responsible for completing the Annual Media and Technology Report as required by the Department of Public Instruction.
4. The Technology Services Department will complete the District Level Annual Media and Technology Report.
5. The Technology Services Department will inventory all network infrastructure equipment and associated resources within the district.
6. The Technology Services Department will conduct an inventory of software, hardware, and network infrastructure for each school site remotely using client management software.
7. The Technology Services Department will keep a database of all inventories.
8. Individual schools will maintain a fixed asset inventory control system as outlined in Policy Code: 8350 Fixed Assets Inventory.

Legal References: GS115c-539, 115c-102.6A-C(5), 115C-523

Cross Reference: Policy 8350 Fixed Assets Inventory

Adopted: October 13, 2005

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