

As technology continues to change, Cherokee County Schools must continue to replace outdated resources. It is of high priority to ensure that students have the most current resources to enhance learning. When materials are determined to be obsolete, schools must follow the Disposal of Outdated Resources and Equipment Procedure. The Technology Services Department will help assist schools in this process.

**Disposal Guidelines**

- Schools will determine that equipment is obsolete by referring to the Technology Services minimum support requirements. Schools may also call upon the Technology Services Department to assist in determining which equipment needs to be disposed of each year.
- Once equipment has been determined to be obsolete, the school needs to collect the equipment in a designated space.
- All viable parts or components need to be removed that could be used for replacement parts for other machines. (mouse, keyboard, monitors, etc)
- Remove all equipment from any school database or inventory system.
- The number of machines disposed needs to be recorded for the Annual Media and Technology Report for the end of the school year.
- The Technology Services Department will be responsible for destroying all data on the hard drives as to adhere to Student Data Privacy Policies. Schools should send in a work request for this service.
- The school will be responsible for disposing of the outdated equipment in accordance with local guidelines.
- The school may also donate the equipment to local organizations or needy families.

Legal References: GS 115c-518

Cross Reference: Local Purchasing Guidelines (Policy 6440), Technology Inventory Control (Policy 6515), Student Records( Policy4700)

Adopted: October 13, 2005