

## **MERIDIAN ISD TECHNOLOGY EQUIPMENT OBSOLESCENCE POLICY**

Meridian ISD understands and acknowledges the rapid pace of change and innovation in the area of technology. In response to this condition, the District must manage its technology assets in a manner consistent with both fiscal prudence and the need to provide technologically relevant systems to students and staff.

Meridian ISD has determined that fully depreciated technology equipment has little residual value and in response acknowledges the need for periodic disposition of certain operational but functionally obsolete equipment.

Equipment that is not operating shall be removed from district premises and disposed of in an environmentally responsible manner. The Director of Technology and/or Superintendent shall make a determination as to the whether or not equipment is of sufficient value to repair. Generally, equipment included older than 7 years old will not be repaired.

### **A. COMPUTER LIFE CYCLE**

The useful service life of a typical desktop workstation is approximately 3-5 years, thus, the District's inventory of computers may turnover every 3-5 years. Computers between the ages of 5 and 7 years old will continue to be used in the District, when possible, but will no longer be used as primary computers in the school. They will be used in classrooms as secondary computers for student use. They will be repaired as is necessary and feasible.

Meridian ISD has determined that computers classified as over 7 years old, are fully depreciated and have reached the end of their useful service life. These computers will remain in the District until they no longer work or no longer support software used in the classroom. These computers will not be repaired unless parts are available from existing supply.

### **B. OTHER EQUIPMENT**

Technology related equipment minimally includes the following components: computers, monitors, printers, switches, hubs, routers, servers, backup power supplies, cameras and scanners. These components will remain in operation until they fail or become functionally obsolete.

### **C. DISPOSITION OPTIONS**

#### **1. Computer Recycler/Reseller**

The district may contract with a computer recycle/resell organization to offer for purchase, any operational equipment deemed to be of sufficient value.

## 2. Donation

Operating equipment may be donated to any non-profit organization. All equipment will be donated on a first come-first serve basis.

## D. DISPOSAL OPTIONS

### 1. Limited Quantity Disposal

Small quantities of equipment may be placed in District waste containers. Monitors, batteries and other environmentally hazardous components shall be taken to a certified disposal or reclamation firm.

### 2. Bulk Disposal

Meridian ISD shall dispose of equipment in an environmentally responsible manner. This shall generally mean transfer to a certified disposal or reclamation firm.

### 3. Spare Parts

The District maintains a supply of repair parts sufficient to maintain certain older models of equipment. Useful components shall be removed from non-operational machines before disposal in order to maintain a sufficient supply of repair parts. It is understood that there exists a limited need for these parts and hence only limited quantities will be salvaged for future use.

## E. DOCUMENTATION

### 1. Reports

The Administration shall document all equipment disposal events and report these transactions to the School Board on a regular basis.

### 2. Inventory

Inventory tags shall be removed from equipment before disposition. All items shall remain in the District fixed asset inventory system after disposition but the appropriate field shall indicate the item is no longer District property. The method and date of disposal shall be noted in the fixed asset system. If the item was sold, then the price and purchaser shall also be recorded in the fixed asset system.