Nueces Canyon CISD Technology Obsolescence Policy

Discarding of inapplicable hardware/software/equipment is a very important facet to the maintenance of an efficient technology collection. This should be done either during inventory or at regularly scheduled intervals.

Criteria to be considered include:
1.) physical condition
2.) relevancy
3.) appropriate level
4.) usefulness in the curriculum
5.) availability of repair parts
6.) cost of repairs
7.) compatibility of hardware with new available software
8.) type of funds used to purchase item

Person(s) responsible for making the decisions on discarding hardware/software are:

1.) primary/elementary campuses: grade level chairman, computer specialists/aide, administrator responsible for technology on that campus and NCCISD technical staff (at least three of these designated persons).

2.) junior/senior high campuses: department chairman, teacher directly responsible for use of hardware/software, administrator responsible for technology on that campus and NCCISD technical staff (at least three of these designated persons)

Procedure to be used in discarding any hardware/software:

1.) Carefully consider the above criteria

2.) Make a list of all materials to be removed and file a copy with the district technology director and the individual in charge of inventory for technical equipment.

3.) Inform the technology administrators on each campus to see if there is a need elsewhere for said items

4.) After campus principal approval, contact district technology director and Superintendent for authorization to remove or dispose of equipment.

5.) Remove inventory control tags and forward to asset management.

6.) Items will be disposed of according to current applicable state and federal regulations. Disposal will be by the most economical means and the Superintendent will decide on the placement of any funds resulting from the disposal.