



Windsor-Essex Catholic District School Board
 Section: Information Technology
ADMINISTRATIVE PROCEDURE
PR IT:01D PROCUREMENT AND DISPOSAL OF INFORMATION TECHNOLOGY RESOURCES

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| NUMBER: | PR IT:01D |
| EFFECTIVE: | May 25, 2016 |
| AMENDED: | Replaces H:17, H:18, SC:03 |
| RELATED POLICIES: | See References |
| REPEALS: | |
| REVIEW DATE: | 2019-2020 |

1.0 OBJECTIVE:

- 1.1 To provide details about Windsor-Essex Catholic District School Board’s procurement and disposal of Information Technology Resources.
- 1.2 Information Technology (I.T.) standards have been established to:
 - Reduce operating expenses.
 - Reduce support costs.
 - Provide high quality support.
 - Provide staff and students with equitable access to technology.
 - Support student achievement.
 - Improve the quality of learning.
 - Support students with special needs.
 - Support administrative functions.

2.0 PROCEDURE:

2.1 Procurement

- 2.1.1 All Board procurement and disposal activities shall comply with the Board’s Purchasing Policy (Policy F:02 Purchasing/Disposal of Assets).
- 2.1.2 Requests for I.T. hardware, peripherals, software and software licenses, such as but not limited to: computers, laptops, tablets, projectors, smart boards, printers, Microsoft software, Adobe software, must be approved by the Superintendent of Education - I.T.
- 2.1.3 Individuals or organizations offering donations of computer equipment, software or software licenses will be referred to the Superintendent of Education - I.T. to ascertain whether the donation is appropriate and meets the technology standards of the Board.
- 2.1.4 The I.T. department will provide quotes from vendors and assist during the requisition, purchase order and invoicing process.
- 2.1.5 All I.T. equipment will be delivered to the Catholic Education Center located at 1325 California Ave. unless redirected by the I.T. department.
- 2.1.6 The I.T. department will confirm delivery of I.T. equipment against any

corresponding purchase orders.

- 2.1.7 Equipment over \$200 or as deemed necessary shall be assigned an asset tag.
- 2.1.8 The asset number, type of equipment, make, model, model number, serial number, purchase order number, location, date purchased, supplier, warranty information and comments will be entered into the I.T. asset management system.
- 2.1.9 The installation, configuration, modification, system administration, upgrade and maintenance of the Board's hardware and software technology is restricted to authorized I.T. department staff or staff designated and authorized by the I.T. department.
- 2.1.10 Only properly licensed software may be installed on Board owned technology.

2.2 Disposal

- 2.2.1 Board-owned technology equipment must be returned to the employee's direct supervisor upon departure from the Board. There is no provision to purchase previously used equipment.
- 2.2.2 Electronic Waste (E-Waste) is any electrical device that no longer has any useful purpose or has reached end-of life and can include items such as: desktop computers, portable computers, tablets, monitors, televisions, keyboards, mice, printers, scanners, telephones, cellular phones, cameras, radios, printer toner and batteries.
- 2.2.3 The Board has implemented a recycling program for Electronic Waste (E-Waste). Items for disposal shall be recycled according to Ontario's Waste Electrical and Electronic Equipment program and the Windsor-Essex Solid Waste Authority guidelines.
- 2.2.4 I.T. equipment for disposal shall be marked as 'retired' in the I.T. asset management system.
- 2.2.5 Hard drives shall be removed from any I.T. equipment marked for disposal, collected and sent for destruction at an authorized processing facility.