SUBJECT: HARDWARE SANITIZATION

In order to protect the intellectual property of Churchville-Chili Central School District (CCCSD) and the confidentiality of personal information and to maintain compliance with district software licensing. It defines standards and procedures for the pre-disposal data sanitization of CCCSD's hardware in order to permanently remove data from CCCSD devices before disposal. This policy applies to, but is not limited to, all devices that fit the following device classifications:

- Portable and notebook computers running Windows, UNIX, Linux, or Mac OS operating systems.
- Workstations running Windows, UNIX, Linux, or Mac OS operating systems.
- Mobile devices such as Tablets and Smartphones running Windows Mobile PC, Apple iOS and Android.
- Servers should be backed up and sanitized in accordance with vendor recommendations. If the vendor has not provided recommendations, servers can be sanitized as workstations.
- Removable storage media such as flash memory devices, optical CD and DVD media, tape, and other long-term storage media must be destroyed by incineration, shredding, or melting prior to disposal.
- Copiers and printers with internal storage drives and/or internal memory

The policy applies to all hardware owned or leased by CCCSD and capable of storing CCCSD's intellectual property or information related to the privacy of CCCSD's employees, clients, or suppliers. Data sanitization is the process of deliberately, permanently, irreversibly removing or destroying the data stored on any storage medium. A device that has been sanitized has no usable residual data and even advanced forensic tools should not ever be able to recover erased data.

Staff members who engage in unacceptable use may lose access to the district's computer system and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements.

Disposal

Consult with the IT department prior to transferring or disposing of any district device capable of storing files of any type.

CCCSD recognizes two different categories for the disposal of hardware:

1. Hardware transferred internally. Hardware may not require sanitization if it is transferred to another user within the same department. Hardware that is either transferred to a different department or to an employee with less authority must be sanitized as *hardware transferred externally*.

(Continued)

SUBJECT: HARDWARE SANITIZATION (CONT'D.)

Scenarios for Disposal (Cont'd.)

2. Hardware transferred externally. All hardware transferred externally must be sanitized according to the methods defined in this policy. This scenario includes:

    a. Hardware transferred to the private ownership through the public sale process

    b. Hardware donated to charitable organizations.

    c. Hardware returned to a leasing company

    d. Hardware Trade-in

    e. Hardware released to an external agency for disposal.

    f. Hardware Returned to BOCES

Technical Guidance on Sanitization

Two different methods may be used to sanitize hardware.

1. Physical destruction. Hardware may be sanitized through crushing, shredding, incineration, or melting.

2. Digital sanitization. Deleting files is insufficient to sanitize hardware. Therefore, a digital sanitization tool must be used. The tool must conform to the NISP (National Industrial Security Program) Operating Manual (or NISPOM) standards. CCCSD ITS staff will use an appropriate software program to perform sanitization.

Disciplinary Action

Violation of this policy may result in disciplinary action according to the law and in accordance with applicable, collective bargaining agreements. Additionally, individuals are subject to loss of CCCSD Information Resources access privileges, civil, and criminal prosecution.

Also Refer to: Policy 6470: Staff Use of Computerized Information Resources
Policy 5830: Bring Your Own Device

Adoption: 6/24/2014
Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/30/2023 with no recommended changes. Approved by BOE 11/7/2023.