

Overview The Steelton-Highspire School District requires that investments be made in computer systems to maximize both their usefulness and longevity. One way to maximize the usefulness of computer systems, is to match system capabilities with the capabilities of the end user. Experience has shown that users begin to “outperform” their systems in approximately two years. When a new system with new features and greater performance is provided to an end user, the user begins first with exploring new features. Within a short period, the user is incorporating the new features into daily routines, and beginning to combine feature functions to improve productivity. As users become more comfortable with their new systems, documents become larger and more complex with embedded objects, advanced modeling, multi-media, and analytical tools. Within two years, the average users begins to “wait” on the computer system, or becomes frustrated at the inability of the system to handle the complexity of the applications. At this point, the user requires a system upgrade to continue to expand their productivity and improve their final products.

The need for system upgrades generally occurs well before the systems become unusable or obsolete. To mitigate this effect, the Steelton-Highspire School District has developed a Computer Reuse Strategy, also referred to as the “push-down plan”, which is delineated in this document.

The Technology Reuse Strategy recognizes three distinct categories of systems, each with separate replacement cycles. The three system groups are Single-user Systems, Group-user Systems, and Specialized Systems. The Reuse Strategy will attempt to clearly define each of these categories so that all systems used with the District can be identified with a specific group.

**System
Categories**

Single-User Systems

As the name implies, single-user systems are computer workstations that are typically used by one person throughout the day. Administrative systems, support staff and teacher classroom systems make up this group of computers. The users associated with this group of systems tend to outperform their system the quickest. Because much of their day is focused on electronic documents, analysis, and communications, system performance and capabilities correlates directly with individual and collective productivity.

Within this group of system and associated users, system capabilities are matched at three levels: First Tier, Second Tier and Third Tier.

First Tier users are supplied the newest and most advanced systems. Their daily productivity depends on the capabilities of the computer workstation, and the requirement to be consistent and compatibility with the educational systems is not as stringent.

Second Tier users typically are dependent on computer systems for their daily productivity. Typically these systems rely on compatibility with systems from other groups. These users are normally supplied with systems that are very capable of handling demanding and complex jobs, however, they are two years old and may not represent the very latest technology. These systems are “pushed-down” from the First Tier users.

Third Tier users are the newest users in the District. Their reliance on technology is typically limited to Word Processing and Communications. The software, other than District software, used on these systems requires fewer resources and is designed to function on lower-end systems. These users are typically supplied with four-year-old systems, and are “pushed-down” from the Second Tier users.

Group-User Systems

Group-User systems within the Steelton-Highspire School District are provided to students and are typically used by a wide range of users, from extremely advanced programming students to beginning Word Processing. There are attempts to specialize user groups in order to maximize the effectiveness of the systems. An example of this is the implementation of a Technology Lab. Technology Labs are utilized by CAD students, advanced Graphic Art students, and programming students which require systems that are more robust than office productivity software.

Group-User Systems are not replaced at the same rate as Single-User Systems. These systems are setup for specific functions and the capabilities and performance characteristics of the systems are matched with the desired functions. The expertise of the users associated with these systems develop much more slowly, and are reset at the beginning of each semester or school year with the introduction of a "new class". As a result, the life cycle of these systems for their specific function tend to be much longer than Single-User Systems. Only in rare situations does the replacement period for a Group-User System exceed five (5) years.

Specialized Systems

Specialized Systems are systems that are not used by typical computer users. They represent single function systems, such as Cafeteria Point of Sale machines, or systems that are shared network systems such as Network Server, Telephone Servers and Communication Servers. Because of the specialization of these systems, the replacement cycle is also highly specialized. The Director of Technology makes recommendation for the replacement of these systems through the budget process.

System Replacement

The following subsections provide a replacement schedule for each category of system that provides the Steelton-Highspire School Districts Network user community with the most effective systems to accommodate their productivity needs, while maximizing system life cycles. No system within the user community shall exceed a ten (10) year service life unless specifically authorized by the Director of Technology. Systems may not be replaced earlier than five (5) years unless they no longer provide required base system functions, they are too costly to maintain, or are too costly to repair.

Single-User Systems

Each single-user system shall be assigned to a user tier for no more than three (3) years. First Tier user systems shall be pushed down to Second Tier user systems, which shall be pushed down to Third Tier user systems. No system shall remain with a Third Tier user for more than two (2) years, providing a total life cycle of five to six years.

Group-User Systems

Group-User systems must be replaced as a collective unit, that is, an entire lab or library suite must be replaced together in order to retain consistency among systems. Maintaining low Total Cost of Ownership force library and lab collections to be configured as identical units. In this manner, a single disk image can be maintained for a specific collection that contains the same device drivers, software programs and user functionality. Identical systems facilitate better organization and group instruction. Group-User Systems shall be replaced within five to ten (5-10) years of the original service date.

Specialized Systems

The Director of Technology shall recommend the replacement schedule for specialized systems. However, systems shall have a minimum service life of three (3) years unless the systems become obsolete or too costly to maintain. Guidelines for several specialized systems are listed below:

System Type	Service Life
Network Servers	3-5 years
Network Switches/Routers	3-5 years
Telephone Switch/Servers	7-10 years
Cabling Plants	15-20 years
Cafeteria POS	3-5 years
Copiers	5 years
Microfiche/film Equipment	7 years
Laser Printers	7-10 years
InkJet Printers	3 years
Plotters	5 years

System Disposals

The Director of Technology shall recommend declaring surplus for disposing of obsolete equipment upon the consultation with the business office. Equipment that does not have sufficient value to resell shall be destroyed. Sufficient value to resell must account for storage and moving costs.

Adopted: 01/31/2009

Amended:

Reviewed without Amendment:

Steelton-Highspire School District SCHOOL BOARD

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