

SECURE DATA DESTRUCTION POLICY

1. Overview

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of Patchogue Medford School District data, some of which is considered sensitive. In order to protect our constituent's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

2. Purpose

The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by Patchogue Medford School District

3. Scope

This policy applies to any technology equipment or peripheral devices that are no longer needed or will be repurposed within Patchogue Medford School District including, but not limited to the following: desktop computers, servers, hard drives, laptops, smart phones, iPads, peripherals, printers, scanners, portable storage devices (i.e., USB drives), printed materials.

All Patchogue Medford School District employees and affiliates must comply with this policy.

4. Technology Equipment Disposal

- A. The Technology Department will decide when technology assets have reached the end of their useful life.
- B. The Technology Department must be notified of all technology that is requested to be declared obsolete.
- C. The Technology Department will securely erase all storage mediums in accordance with current industry best practices.
- D. All data including, all files and licensed software shall be removed from equipment using disk sanitizing software.
- E. No computer equipment should be disposed of via skips, dumps, landfill etc.
- F. All electronic drives must be sanitized with a commercially available disk cleaning program.
- G. Computer Equipment refers to desktop, laptop, tablet computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, etc.

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- H. Non-functioning technology equipment will be disposed following guidelines for obsoleting technology. (See Appendix “A”.)

5. Policy Compliance

- A. Compliance Measurement
The Technology Department in connection with the Business Office will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
- B. Exceptions
Any exception to the policy must be approved by the Superintendent or his/her designee and presented to the Board of Education for final approval in advance.
- C. Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

None.

7. Definitions and Terms

- A. Disk Sanitizing Software – Third Party or vendor built in tools that will securely wipe information in accordance with industry best practices.
- B. Obsolete Technology – Technology that is no longer functioning or cannot meet the needs of the district.

Adopted:

January 22, 2018

Revised:

June 29, 2020

Revised:

October 24, 2022

Revised:

August 21, 2023

Revised:

September 16, 2024

Reviewed:

August 18, 2025

**SECURE DATA DESTRUCTION POLICY – APPENDIX
DISPOSAL OF SURPLUS COMPUTER EQUIPMENT**

District owned computer equipment which has been determined to be of no further use to the District may be donated on such terms as shall be determined from time to time by the Board on recommendation of the Superintendent.

Donation of surplus computer equipment may be made to the following authorized institutions:

1. Public Schools;
2. Public Libraries;
3. Other public and private institutions for secular educational use;
4. Not-for-profit institutions for use by individuals with disabilities, senior citizens, or low income individuals.

The selection of an appropriate institution for the donation shall be based on a public notification process and the submission of competitive proposals from authorized institutions. The competitive proposals must demonstrate a need and a specific plan for the use of the computer equipment.

In the event that multiple proposals are submitted, the District will prioritize the needs of public schools and public libraries over the needs of other authorized institutions.

No computer software shall be transferred as the result of donation of computer equipment if the transfer would cause a breach of a computer software licensing agreement or an infringement of a copyright.

Prior to making the donation, the District shall take adequate precautionary measures to prevent unauthorized access to data stored on the computer equipment in accordance with the steps to securely erase data outlined in Sections 4C. and 4D. of this policy.