



# Minneota Public School District District Procedures

Adopted: May 2026

## DISTRICT PROCEDURES: TECHNOLOGY DISPOSAL

### 1. PURPOSE

To establish clear guidelines and procedures for the proper disposal of district-owned technology assets within Minneota Public Schools, ensuring the secure removal of data, environmental responsibility, regulatory compliance, and protection of district resources.

### 2. SCOPE

This procedure applies to all district-owned or district-managed technology assets that are obsolete, damaged, surplus, or no longer in use, including devices capable of storing data.

### 3. PROCEDURE STATEMENTS

#### 3.1 Authorization and Identification

- The Technology Department must review technology assets to determine disposal eligibility and method.
- Technology assets determined to be surplus and having residual value shall be submitted to the School Board for approval prior to disposal, in accordance with district policy.
- Technology assets that are broken, non-functional, or have no reasonable resale or reuse value may be disposed of administratively by the Technology Department without School Board approval, provided the disposal is documented.
- Staff and students may not independently dispose of district-owned technology.

#### 3.2 Data Removal

- All data shall be securely removed prior to disposal.
- Devices containing sensitive or student data shall be handled in compliance with FERPA and applicable privacy laws.

#### 3.3 Disposal Methods

Approved disposal methods include:

- Recycling through approved vendors
- Trade-in or return programs
- Donation, resale, or physical destruction when appropriate

All methods must comply with environmental and legal requirements.

#### 3.4 Documentation

- The Technology Department shall document disposal actions and update asset inventory records accordingly.
- Vendor certifications for data destruction shall be retained when applicable.

#### **4. ROLES AND RESPONSIBILITIES**

##### 4.1 Technology Department

- Approve and manage all technology disposals.
- Ensure secure data removal and recordkeeping.

##### 4.2 Staff and Students

- Return devices designated for disposal to the Technology Department.
- Report concerns related to data security or device condition.

#### **5. COMPLIANCE**

Violations of this procedure may result in disciplinary action and/or legal consequences, consistent with district policy and applicable law.

#### **6. PROCEDURE EXCEPTIONS**

Exceptions must be submitted in writing to the Technology Coordinator and approved prior to implementation.

#### **7. PROCEDURE REVIEW**

This procedure will be reviewed annually and updated, as necessary.

#### **8. RESPONSIBLE DEPARTMENT**

Minneota Technology Department