



# Minneota Public School District District Procedures

Adopted: May 2026

## DISTRICT PROCEDURES: TECHNOLOGY ASSET MANAGEMENT

### 1. PURPOSE

To establish clear guidelines, responsibilities, and procedures for the effective management of technology assets within Minneota Public Schools, ensuring appropriate allocation, use, maintenance, security, and accountability in support of the district's educational objectives.

### 2. SCOPE

This procedure applies to all technology-related assets owned, leased, or utilized by Minneota Public Schools, including but not limited to computers, laptops, tablets, printers, projectors, software licenses, network equipment, and other technology resources.

### 3. PROCEDURE STATEMENTS

#### 3.1 Asset Inventory and Categorization

- The Technology Department shall maintain an accurate and up-to-date inventory of all district technology assets.
- Assets shall be categorized by type, location, and assigned user.

#### 3.2 Asset Acquisition and Disposal

- Acquisition of technology assets shall follow approved district procurement procedures and comply with budgetary guidelines.
- Disposal of technology assets shall be conducted in an environmentally responsible manner and in compliance with applicable local, state, and federal laws and regulations.

#### 3.3 Asset Assignment and Accountability

- Technology assets shall be assigned to designated staff or students who are responsible for their proper use and care.
- Records of asset assignments shall be maintained to ensure accountability and support asset tracking and recovery.

#### 3.4 Asset Maintenance and Support

- The Technology Department shall establish and follow regular maintenance schedules to ensure optimal performance and longevity of technology assets.
- Timely technical support and troubleshooting shall be provided to address technology-related issues.

#### 3.5 Asset Security and Data Protection

- Reasonable measures shall be implemented to protect technology assets from theft, damage, loss, and unauthorized access.
- Data stored on district technology assets, particularly sensitive or confidential information, shall be protected through appropriate security controls, including access restrictions and encryption where applicable.

### 3.6 Asset Monitoring and Auditing

- Periodic reviews and audits of technology assets shall be conducted to verify inventory accuracy and ensure compliance with this procedure.
- Audit findings shall be used to correct discrepancies and improve asset management practices.

### 3.7 Software License Management

- The Technology Department shall maintain records of all software licenses and ensure compliance with license agreements and copyright laws.
- Unauthorized installation, duplication, or use of software on district-owned devices is prohibited.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 Technology Department

- Maintain the district technology asset inventory.
- Implement and enforce asset management procedures.
- Provide technical support and maintenance.
- Ensure the security and confidentiality of technology assets and data.

### 4.2 Staff and Students

- Use district technology assets responsibly and for approved purposes.
- Take reasonable care of assigned devices.
- Promptly report loss, damage, theft, or security concerns to the Technology Department.

## 5. COMPLIANCE

Employees who violate this procedure may be subject to disciplinary action up to and including termination, as well as applicable civil or criminal penalties. Non-employees, including contractors, may face termination of contracts, loss of access to district technology resources, and other appropriate actions.

## 6. PROCEDURE EXCEPTIONS

Requests for exceptions to this procedure must be submitted to the Technology Director.

Requests shall include:

- The scope and duration of the requested exception
- Justification for the exception
- Potential risks and impacts
- Proposed risk mitigation measures
- A timeline for achieving compliance, if applicable

The Technology Director shall review all requests and consult with the requesting department prior to approval or denial.

## 7. PROCEDURE REVIEW

This procedure shall be reviewed annually and updated as necessary to remain compliant with applicable laws, regulations, and evolving technology standards.