



Dothan City Schools

Procedure No. Tech-01.1	Title: Purchasing of Technology Equipment
Author: Jeremy Green - Director of Technology	Page 1 of 1
Effective: 02-01-2020	Revised: 02-01-2020

1. PURPOSE

To standardize and regulate the deployment of technology related equipment throughout the school system

2. APPLICABILITY

All Dothan City School staff, faculty, and administration

3. PROCEDURES

A. Identify requirements for equipment by working with members of the Technology Department for the specific upgrade, replacement or project.

B. Review document "Approved List of Technology Equipment" located on the DCS website under the Technology Department tab.

C. Select the tab at the bottom of the page that indicates the category of equipment that is required.

D. Search for the item previously recommended by the Technology Department for your specific requirements.

E. Make note of the product name, description, current price, and vendor.

F. Use information from the above step to create requisition or purchase order.

4. Notes

A. Never use a previously printed copy of the above referenced document. Always visit the website for the latest pricing on equipment. Descriptions, item numbers, and pricing are updated frequently.

B. Make sure that when selecting items to be ordered that you include all required cabling, mounts/brackets, power supplies, charging adapters/carts, or any other peripherals. If you are unsure of the cabling or other requirements, please contact the Technology Department for guidance.



Dothan City Schools

Revised: 09-16-2024

Title: Technology Equipment Disposal Procedure

Author: Jeremy Green - Director of Technology

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 Dothan City School Systems 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 Dothan City School Systems

3. Scope

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Dothan City School Systems including, but not limited to the following:

personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

All Dothan City School Systems employees and affiliates must comply with this policy.

4. Procedure

4.1 Technology Equipment Disposal

4.1.1 When Technology assets have reached the end of their useful life a technology work order should be entered in to begin the recycle process and the devices should be moved by the school to the designated holding area.

4.1.2 The Technology Department will come on-site to review the equipment and remove all storage mediums to be securely erased in accordance with current industry best practices.

4.1.3 All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting the Department of Defense standards.

4.1.4 No computer or technology equipment may be sold to any individual without approval from the Director of Technology Services.

4.1.5 No computer equipment should be disposed of via skips, dumps, landfill etc. The Technology Department will properly remove all data prior to final disposal.

4.1.6 All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).

4.1.7 Computer Equipment refers to desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.

4.1.8 The Technology Department will place a sticker on the equipment case indicating the disk wipe has been performed. The sticker will include the date and the initials of the technician who performed the disk wipe and signed off on by the technician that performed the wipe and the Director of Technology Services.

4.1.9 Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.

4.2 Employee Purchase of Disposed Equipment

4.2.1 Equipment which is working, but reached the end of its useful life to Dothan City School Systems, will NOT be made available for purchase or ownership by employees.

4.2.2 Any equipment not in working will be disposed of according to current environmental guidelines.

4.2.3 The Technology Department has contracted with several organizations to properly dispose of outdated technology assets.

4.2.4 Prior to leaving Dothan City School Systems premises, all equipment must be removed from the Fixed Assets and/or Technology Department inventory system.

5. Policy Compliance

5.1 Compliance Measurement - The Technology Department 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.

5.2 Exceptions - Any exception to the policy must be approved by the Director Technology Services in advance.

5.3 Non-Compliance - An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Forms

6.1 Technology Equipment Recycle / Destruction Form

6.1.1 This document contains a sample copy of the form that is used by the Technology Department for proper disposal of any equipment that has been purchased, donated, or by any other means acquired by the Dothan City School Systems.

6.1.2 This form must be completed for each piece of equipment that be destroyed, recycled, re-purposed, or removed from inventory. The form must be signed off on and inspected by a Technology Department technician and the Director of Technology Services. All fields must be completed including the asset tag number. If the item does not include an asset tag number, the serial number can be used in its place.

6.1.3 The completed form is to be recorded as followed: one copy is to be attached to the equipment, a second copy is to be placed in a secured dedicated location in the Technology Department, and the third copy is to be sent to the department or school that the equipment came from.

6.1.4 If the equipment contains a Dothan City Schools asset tag, the tag must be removed by the Fixed Assets Clerk and updated in the appropriate inventory system.

6.2 Chain of Custody Form

6.2.1 If the equipment is to be recycled, destroyed, or repurposed by another company outside of Dothan City Schools, a Chain of Custody form is required that will indicate each piece of equipment by device type, brand, model, serial number, and asset tag (if applicable). This form will indicate the change ownership of the equipment from Dothan City Schools to the third-party company to allow for the recycling or destruction of equipment owned by Dothan City Schools.

6.2.2 This document contains a sample Chain of Custody form that can be used if the third-party company does not have one.

6.3 Certificate of Destruction Form

6.3.1 For the equipment that is to be recycled by a pre-approved recycling company, a Certificate of Destruction form is required that will indicate each piece of equipment by device type, brand, model, serial number, and asset tag (if applicable). The company will ensure that the equipment is destroyed in compliance with Department of Defense methods for storage media and appropriate environmental guidelines for other types of equipment.

Dothan City Schools

Report of Obsolete, Lost, Damaged, or Stolen Capital Assets

☐ Obsolete

☐ Lost

☐ Damaged

☐ Stolen

Date: _____

School/Department: _____ Room # _____

Asset description: _____

Asset control # _____

Asset serial # _____

Date loss discovered: _____

Who discovered loss? _____

Date police notified: _____

Anticipated means of disposal: _____

Briefly explain circumstances regarding loss of asset including damaged, theft, unexplained, obsolete, or other.

Signature of principal/director: _____

Director of Financial Services: _____ Date _____

Attach copy of police report where applicable.

Signature of person responsible for disposal of asset

Witness to disposal of asset

WHITE – FINANCIAL SERVICES-CAPITAL ASSETS
Form DFS-CA03

CANARY-RETAIN FOR FILES

DOTHAN CITY SCHOOLS EQUIPMENT CHAIN OF CUSTODY

DATE: _____

I, _____, ACCEPT OWNERSHIP OF THE BELOW LISTED
DOTHAN CITY SCHOOLS OWNED PROPERTY.

DESCRIPTION	BRAND	MODEL	SERIAL OR ASSET NUMBER

I UNDERSTAND THAT _____ IS ACCOUNTABLE FOR THE ABOVE LISTED PROPERTY UNTIL A COMPLETED AND SIGNED TRANSFER FORM IS FORWARDED VIA EMAIL TO THE FIXED ASSET CLERK LEANN SMITH(alsmith@dothan.k12.al.us) AND COPIED TO THE TECHNOLOGY DIRECTOR JEREMY GREEN (jergreen@dothan.k12.al.us), OR A HARD COPY OF THIS COMPLETED FORM IS MAILED TO DOTHAN CITY SCHOOLS TECHNOLOGY DEPARTMENT AT 1665 HONEYSUCKLE RD, DOTHAN, AL 36305

RELINQUISHED BY:

Name & Title

Signature

RECEIVED BY:

Name & Title

Signature