ATLANTA PUBLIC SCHOOLS | Division of Information Technology



# IT COMPONENT DEFINITION

## GUIDELINES DOCUMENTATION

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# IT Component Definition

The Purchase Card Process Board policy states: "**The following types of purchases are strictly prohibited by Atlanta Public Schools:** Data plans, software, or electronics, including, but not limited to, laptop computers, tablets, smartphones, or computer hardware (unless authorized by the IT department)." Our **IT Guidelines** provide a comprehensive list of what is and is not permitted below:

## Strictly Prohibited Purchases (Must be handled by our IT Department)

- Laptop, desktop computers, iPad and tablets, Chromebooks, smartphones, and any computer hardware.
- Interactive Panels and Audio-Visual equipment.
- Routers, Wi-Fi hotspots, modems, wireless access points, or network switches.
- Security cameras, badge systems, servers, and any other security or surveillance hardware.
- Projectors, servers, and other hardware that require network connectivity/integration.
- Uninterrupted Power Supplies (UPS units)

## Purchases That Require Confirmation with IT

- **ALL** software, including student learning/instructional applications, online resources, cloud services, and recurring subscriptions. A ticket **must** be submitted to the IT department for verification and should be submitted through our IT Marketplace.
- **ALL** printers, copiers, and scanners **must** be verified by IT to ensure network compatibility and security.
- Flash drives, hard drives, and other portable storage.
- Smart TVs, and specialized sound systems.
- 3D printers, robotics kits, Robots, and any other equipment that may require a network connection or specialized software.

## Authorized Purchases (Do Not Require Prior IT Approval)

- Mice, monitors, portable monitors, keyboards, wired headphones, external microphones, and drawing pads that connect via standard USB or Bluetooth and do not require network services.
- VGA, HDMI, basic adapters, and cables.
- Printer toner/ink (for approved printers) and replacement parts.
- Desk pads, mouse pads, desktop covers, and screen protectors
- Photography Cameras requiring network connectivity.