

## **DEW I.S.D. OBSOLESCENCE POLICY**

Weeding and discarding inapplicable hardware/software/equipment is a very important fact of the maintenance of an efficient computer collection. This should be done either during inventory or at regularly scheduled intervals.

Criteria to be considered include:

1. Physical condition.
2. Relevancy.
3. Appropriate level.
4. Usefulness in the curriculum.
5. Availability of repair parts.
6. Cost of repairs.
7. Compatibility of hardware with new available software.

Persons responsible for making the decisions on discarding hardware/software are the Instructional Technology Staff and Superintendent.

Procedure to be used in discarding any hardware/software is as follows:

1. Carefully consider the above criteria.
2. Make a list of all materials/equipment to be removed.
3. Inform teachers to see if there is a need elsewhere for identified items.
4. Contact Superintendent for authorization to remove or dispose of equipment.

An attempt will be made to sell any items valued at more than \$100.00 with proceeds credited to the appropriate line item in the district budget from which the equipment was originally purchased.