

ADMINISTRATIVE PROCEDURE

SALE OF DISTRICT TECHNOLOGY

Each year the district refreshes roughly a third of the staff devices (iPads, laptops). Staff members that utilize district phones have them refreshed every other year or so as requested/needed. When a staff member leaves the district, it is common to provide their replacement with new technology so that they are working with a familiar platform (Mac or Windows).

Old equipment can be repurposed, sold to vendors that specialize in the recycling of older hardware, sold at the district garage sale, sold on eBay, or sold to staff members.

Sale of Technology Equipment

The district reserves the right to determine how it will handle technology equipment that is no longer in use. The sale of technology equipment will be handled according to Board Policy 4:80 and comply with federal and state law.

For large quantities of equipment, if the district determines it will sell equipment to a recycling vendor, bids will be collected and the sale will be to the highest bidder.

Smaller quantities of equipment of a diminutive value may be sold through the district’s garage sale or through eBay.

Staff members may request to purchase technology equipment during the refresh cycle, or when they are leaving the district. Staff members can only buy the technology equipment that was assigned to them.

For iPad, iPhones, and computers, the sale price will be determined by the age of the device and a percentage of the original purchase price using the following scale:

Age	Percent
1-year	66%
2-year	33%
3-year	20%
4-year	10%
5-year	0%

Support and district network access is no longer provided for equipment sold.

Adopted: June 21, 2022