
TECHNICAL HARDWARE REFRESH PROCEDURE (TEC-P008)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes how technical equipment (computers and all related items) is identified for refresh under the guidance and oversight of the Technology Department.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Operational Technology

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 Technical Equipment – Equipment consisting of computers and/or related to computer, network, audio-visual, telephone, broadcast or any other type of automated system relying on support from the Wenatchee School District Technology Department

5.0 PROCEDURE:

- 5.1 Every six months (January and July), in order to build an equitable and forward-thinking deployment plan, the Director of Operational Technology 1) conducts a review of installed computer and network hardware and peripherals against state and federal agency requirements and 2) consults district hardware standards for staff and services.

- 5.1.1 WSD building inventories for technical hardware are kept on a relational database server (<http://mine.wsd.wednet.edu>) for review. Buildings are required to keep accurate and current records of incoming and outgoing equipment.

- 5.1.2 WSD hardware standards are updated every October for staff and students and posted on <http://tech.wsd.wednet.edu/ordering/ordering.html>.

- 5.2 After review, the Director of Operational Technology contacts the Director of Instructional Technology to propose a recommendation based on 1) current installed base, 2) curriculum-enhanced hardware requirements, and 3) available funds for the purchase period allocated to that building.

- 5.2.1 If the building wishes to exceed the standard specifications of the district, buildings may utilize their additional funding that is made available at the beginning of the fiscal year to supplement upgrades beyond the refresh standards. Technical Resource Teacher, library, or unique curriculum staff may take advantage of this flexibility.

- 5.2.2 Overall district equity must be considered and adhered to.

- 5.3 The purchase window aligns within a 30-day window at the start of each semester.

- 5.4 The final order is agreed on and equipment ordered within the purchase window.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TEC-P004 Technical Equipment Ordering Procedure

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6.2 WSDTS-01 thru 05 (ordering standards available at <http://tech.wsd.wednet.edu>)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventories, standards	Online	Until invalid	Discard as desired	No special protection

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
18-Nov-04	A	Original Release
16-Sept-05	B	Updated database server name in 5.1.1; added 5.3
15-Sept-06	C	Clarified date in 5.3
24-July-07	D	2.0 Title change, modified dates in 5.1
20-Nov 08	E	Section 5.1.1 server change, 5.2 review contacts changed

**** End of Procedure ****