

## Administrative Procedure 517

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# PROPERTY DISPOSAL

### Background

The Director is authorized to dispose of books, computers and computer equipment, furniture, vehicles and other equipment classified as obsolete, unserviceable or surplus.

### Procedures

1. Books classified as obsolete or unserviceable shall be disposed of only after all possible uses for them within the system have been exhausted. Such books may be donated to charitable organizations for educational purposes. Any remaining books shall be disposed of at minimal costs to the Division.
2. Furnishings and other equipment deemed to be obsolete will be subject to the following:
  - 2.1 Small pieces of equipment that have an estimated value of less than two hundred and fifty dollars (\$250.00) may be disposed of through the school by transfer to another school, auction, public notice or donation to charity. Such equipment deemed to have no or insignificant retained value shall be disposed of in an appropriate environmentally friendly and LAFOIP compliant manner.
  - 2.2 Every item that has an estimated value exceeding two hundred and fifty dollars (\$250.00), which has been approved for disposal, shall be listed and submitted to the Superintendent of Division Services/Chief Financial Officer and disposed of as in procedure 2.1 above.
3. A surplus asset appraised at a value greater than two thousand five hundred dollars (\$2,500.00) shall be disposed of in accordance with Section 347 of the Education Act.
4. All books, furnishings and used equipment shall be sold on an "as is" and "where is" basis.
5. When new equipment is being purchased, old equipment may be traded-in.
6. Any revenue generated through the sale of equipment shall be forwarded to the Division Office.
7. Software can only be included with computer equipment leaving the system if the specific software license agreement so allows.
8. Computers and computing equipment that have reached end of life will be donated to students per LAFOIP and guidelines as established by the Superintendent of Division Services/Chief Financial Officer.

Reference: Sections 85, 87, 109, 110. 347 Education Act

## Guidelines for Student PC Donations

### Applications

1. Applications for student PC's may be accepted at any time throughout the school year. Typically equipment will be replaced throughout the year with large scale lab replacements occurring primarily over the summer months.
2. Any computer equipment with potential for useful life outside of the warranty period being removed from a school will be packaged and made available for donation as appropriate by Information Systems personnel.
3. Equipment will remain at the school and the administrator will be notified of any equipment that is available for donation once equipment has been properly prepared by Information Systems staff per **Administrative Procedure 517**.
4. Equipment will be tied directly to a school for donation. Therefore, if the division replaces equipment from a specific school, those machines would be made available directly to that facility initially.
  - a. Administrators may request that the equipment is transferred back into a central donation pool if there are insufficient applications from students to donate all the equipment located at the school.
  - b. Administrators may request additional PC's from the central pool as required.

### Guidelines for Approval

1. The intent of the PC's for students program is to provide effective computing technology to those students that may not otherwise have access to the technology.
2. This equipment was purchased with public money to serve the best interests of the rate payers. The division is accountable to ensure that the release of this equipment is transparent and accountable per division processes.
3. Administrators are ultimately accountable to approve and deny requests made by families in their schools for computer equipment.
4. Efforts should be made to accommodate students that currently do not have access to adequate technology in the home.
5. This program is not intended for staff.
6. Computers are to be donated "as-is" and NOT sold. No remuneration can be accepted by either party.
7. Typically no more than one PC should be approved per household/family.

## **Process for Donations**

1. This form will be made available to all schools and parents via the school division website.
2. Parents can complete the attached form and submit it to the school principal for approval.
3. As equipment becomes available, approved equipment will be packaged and prepared by school division staff as the equipment is replaced.
4. Equipment cannot be released by the school until a release has been provided by the Manager of Information Systems.
5. School Administrators will be notified by the Manager of Information Systems in writing when equipment becomes available for donation at their facility.
6. Serial numbers and locations for all equipment will be recorded and tracked centrally by information systems staff.
7. Once a request has been approved, the school may contact the parent of the approved application to arrange for transfer of the equipment.
8. The parent will sign the attached form at the time of transfer, and the serial number of the device will be verified by the school prior to release.
9. Copies of the signed forms should be filed at the school level, provided to the parent or guardian, and forwarded to central office for processing.
10. The Administrator will forward the signed form to the Executive Assistant to the Superintendent of Division Services for processing.
11. Donated equipment will be reconciled against the central surplus equipment list as donations occur.

**SE Cornerstone Student Computer Request**  
**APPLICATION FOR END OF LIFE COMPUTER**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

School: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Please accept this as my application for a surplus computer from the South East Cornerstone school division.

Please be advised that I have the following computers in my home:

	Type/Size
None	_____
One	_____
Two	_____

I agree that if I receive a computer from South East Cornerstone school division that I (my parents/legal guardian) will be responsible for any and all costs related to the computer after I receive it. Costs may include, but shall not be limited to, such items as maintenance, repairs, software, software service, internet charges, etc.

Signed:

\_\_\_\_\_  
(Parent)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Received) \_\_\_\_\_ (Date)

**School Use Only**

Date Released to Parent: \_\_\_\_\_

Serial Number (Written on the box): \_\_\_\_\_

**Office Use Only**

Received by Information Systems: \_\_\_\_\_

**X** Manager of Information Systems

File Date: \_\_\_\_\_

## Regarding your PC from the SE Cornerstone

- The majority of 'Add New Hardware' alerts will be due to connecting your equipment for the first time as the device has likely never been connected to the PC before.
- The computer is delivered with a base version of the Windows operating system and some free tools such as Open Office and free Anti-Virus software.
- The PC is licensed for a "home" version of Microsoft Windows XP. You may have to contact Microsoft directly to enable the license key specific to your PC.

Regarding other issues, we would like to remind you of the following clause that was on the application form. You are accepting the PC on an "as-is" basis and therefore are releasing SE Cornerstone from any liability or damages resulting from this donation.

### **Per the agreement:**

*"I agree that if I receive a computer from SE Cornerstone that I (my parents) will be responsible for any and all costs related to the computer after I receive it. Costs may include, but shall not be limited to, such items as maintenance, repairs, software, software service, internet charges, etc."*