

Policy EDDB DISPOSING OF ELECTRONIC EQUIPMENT

1. Senior Administration, designated staff and trustees who are provided by the School Division with laptops, tablets or cell phones must account for them with the School Division when leaving the employ of the School Division.

2. The School Board believes that judicious management of school and School Division owned property is an important part of its governance responsibility. The Board also believes that this School Division owned equipment, when no longer needed, must be disposed of appropriately.

3. Procedure:

a) School Division electronic equipment that has been declared obsolete by the school division may be disposed of with the approval of the Superintendent of schools or the Secretary Treasurer.

b) School Division equipment that has been declared obsolete, or in need of being replaced, shall be considered by the Superintendent or the Secretary Treasurer for disposal as follows:

i) Equipment less than two years old may be offered to the departing employee at a prorated purchase cost.

ii) Equipment that is two years old or older may be granted to the departing employee at no cost.

c) It shall be the responsibility of the Secretary Treasurer, in consultation with the Superintendent and appropriate Senior Administration, to make the final decision as to whether the declared goods are in fact obsolete or need replacing.