

RCBOE Procedures for Computer Surplus and Repair

These guidelines apply to all schools and departments within the Richmond County Board of Education. These guidelines shall be reviewed and updated annually.

COMPUTER SURPLUS

Computers/Technology equipment that fails and is deemed “uneconomical to repair” (cost more to fix than the device is worth) by the IT Department shall be immediately disposed of in accordance with current directives.

Computers listed below that the IT Department does not repair may be used until they fail, and at that time they shall be disposed of in accordance with current directives. (Sample Surplus Property Form is attached)

The below computers shall be surplus and removed from schools and departments no later than June 1, 2020:

- All inoperable Dell desktops
- All PCs/Laptops must be upgraded to Windows 10 or removed from network
- All inoperable computers with XP or Vista operating systems

COMPUTER REPAIR

The Information Technology Department will fund limited repair parts for school and department HP Prodesk 400 and above computers. IT will provide information regarding cost effectiveness of repairs. IT does not repair monitors, mice, keyboards, printers and ActivBoards.

Computers that do not meet specified criteria will not be repaired for the following reasons:

Cannot be used for On-Line Testing	Computers must meet minimum on-line testing specifications to ensure successful testing experiences and outcomes.
Adverse Effects on Network Security and Slow Computer Speed	Unsupported operating systems (Windows 7, XP and Vista) are an unacceptable risk to responsible, accepted network and software security practices. Old computers are normally too slow for network/cloud applications. Most software in regular use in the school system will not run on old computers. New software normally requires a minimum of Quad Core processors and 4 GB of RAM to operate.
Too Expensive to Repair in both Parts and Labor Costs	Computers out of warranty are likely to fail. Repair parts are difficult to find, or not available at all, and are often expensive. Old computers often experience a high failure rate and do not stay fixed for long. Time and labor required to repair old computers is normally more than the computers are worth.

PCs

IT will repair HP Prodesk 400, or equivalent, and above computers and will not repair Dell or equivalent, and below computers.

Printers

IT shall evaluate HP printer models for repair if they were listed in the eSchoolMall or easyPurchase Printer Catalog. IT will schedule third-party repairs for those printers deemed “economical to repair”. IT shall not repair printers.

Printer purchase procedures shall include 3 year warranties, and the printer shall be replaced when failure occurs after the warranty period.

ActivBoards and Projectors

IT shall not repair ActivBoards. IT will fund limited replacement projectors and projector bulbs within IT budgeting constraints.

Current ActivPanels purchase procedures include a 5 year warranty, and do not include projectors. When failure occurs after the warranty period, ActivPanels shall undergo an “economical for repair” evaluation by the IT Department.

MAC/Apple

IT shall provide limited support for MAC/Apple devices.

MAC/Apple device purchase procedures shall include 3 year warranties, and the device shall be replaced when failure occurs after the warranty period.

Tablets

IT shall not repair Tablets.

Non-RCBOE Devices

IT shall not repair devices that are not the property of RCBOE.

DONATED COMPUTERS

RCBOE schools and departments shall not accept used computers. In the event an individual or organization wishes to donate technology to the school system, they shall be encouraged to communicate with the Director of the Information Technology Department who will assist them in purchases from our approved procurement list.

COMPUTER UPGRADES

Computer component upgrades are not permitted. Any funds available for computer component upgrades shall be redirected to purchase of a replacement computer.

COMPUTER REFRESH

The School System is implementing procedures to replace instructional and administrative computers on a scheduled, recurring basis. These procedures were implemented in all High and two Middle schools during the 2015-2016 school year. The remaining Middle schools and some Elementary schools received replacement instructional computers during the 2016-2017 school year. The remaining Elementary schools will be addressed during the 2017-2018 school year.



Transaction Number _____

**RICHMOND COUNTY
BOARD OF EDUCATION
PURCHASING AND INVENTORY CONTROL
SURPLUS PROPERTY FORM**

Date _____ 20____

TRANSFERRED FROM:		TRANSFERRED TO:	
Line Item	Quan.	Description Including Make, Model, Serial Number, Inventory Number	CODE C - Good F - Fair P - Poor A - Auction
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
RELEASED BY: _____ SIGNATURE _____ TITLE _____ DATE		RECEIVED BY: _____ SIGNATURE _____ TITLE _____ DATE	

White - Purchasing and Inventory Control

Yellow - School

Pink - Furniture Repair