District Technology Equipment Plan

Goal: To provide a consistent, appropriate level of technological equipment for both students and staff to achieve the highest possible level of education with the available resources.

Guidelines:

1) All current, non-grant purchased equipment, will be considered District equipment and at the disposal of the District to use to best meet overall needs.

2) All technology purchases must be approved by the IT Director.

3) The District will provide at least a 4:1 instructional computer ratio throughout all schools
   a. Instructional computers include both student and teacher computers
   b. Technology provided for employee use is district equipment that is assigned to employees, and as such it should be used only for professional purposes

4) The District will provide one laptop to every non-grant funded certified employee, and a docking station, carrying bag, monitor, keyboard, and mouse to every classroom teacher.

5) The District will provide appropriate technology to support staff as determined by the Administration and staff needs.

6) This District will provide a central database tracking all District technology purchases.

7) Any technology purchased via grant funds will be exempt from the 4:1 District ratio and replacement cycles.
   a. All grant technology purchases will be tracked by the school or program awarded the grant.
   b. All grant technology purchases must follow the district purchasing standards

8) All school/program purchased software requiring deployment on the District network must be approved by the IT Director.

9) All PC’s and laptops will be refreshed every four years by the District.
   a. If equipment fails or is damaged beyond the ability to be repaired, it may not be able to be replaced until it comes up for refresh.
   b. All equipment purchased must follow the district purchasing standards
   c. Disposal of outdated technology is at the discretion of the IT Director

10) The District provides network printers in every building, and supplies are the responsibility of each school or department.

11) The District will provide interactive whiteboards and document cameras at its discretion.

12) The District will be responsible for the replacement and maintenance of whiteboards and projectors other than the routine maintenance of projector dust filters, which is the responsibility of the classroom teacher

13) If a piece of equipment fails due to normal usage the District will replace it to the best extent possible. If equipment fails due to mishandling by staff or students it will be the individual schools responsibility to replace it.

14) Equipment that is lost or stolen will be reviewed by the Superintendent or designee and handled on a case by case basis.