DIVISION SCOLAIRE
LOUIS RIEL
SCHOOL DIVISION

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
DISPOSITION OF PROPERTY: TECHNOLOGY EQUIPMENT	**DN-3**

I. POLICY

The Louis Riel School Division believes that disposition procedures for technology equipment that is obsolete or no longer required to support the educational purposes of the Division and its schools must:

- strive to model and uphold the highest ethical standards;
- consider practices that serve students' best interests;
- consider practices that support sustainable development principles.

II. GUIDELINES

A. This policy defines technology equipment as obsolete if it is no longer required to support the educational purposes of the Division and its schools.

B. The Director of Information Systems is responsible to articulate procedures to divisional departments and schools for the disposition of obsolete technology equipment.

C. The Director of Information Systems shall determine the most advantageous and appropriate method of disposal of obsolete technology equipment.

D. No divisional employee may dispose of obsolete technology equipment without prior approval of the Director of Information Systems.

E. The disposition of obsolete technology equipment shall avoid practices that present potential conflicts of interests involving divisional employees.

III. PROCEDURES

A. The Director of Information Systems will determine the most advantageous and/or appropriate method of disposal of obsolete technology equipment, which may include:

- a divisionally-organized sale to the public
- offer for sale to another school division, private school or daycare
- commission of an auction company to act as the Division's agent of sale
- salvage for usable parts
- sale for scrap (if applicable)
- donation to non-profit organizations and charitable causes
- discard (e.g., a salvage yard, recycling depot or municipal landfill)

Adopted:	March 21, 2006	**Legal References:**
Revised:	February 5, 2019	

B. The Division does not sell obsolete technology equipment directly to employees in advance of a publicly-advertised divisional sale of such materials. No employee shall receive any advantage over a member of the public or another employee.

C. The Director of Information Systems shall advertise any divisionally-organized sale of obsolete technology equipment on its public website or in a newspaper that circulates to the divisional community a minimum of one week in advance of the sale date.

D. Following any sale of obsolete technology equipment, the Director of Information Technology shall submit to the Secretary-Treasurer's Office a listing of those items sold and their selling prices.

E. The revenue of any sale of obsolete technology equipment shall revert to the Division.