



Policy Statement

The IT department has established a routine schedule for upgrading and refreshing technology equipment specifically for students and related directly to instruction. Any time the IT department is replacing equipment as a part of this routine schedule, the IT department has budgeted what is necessary to cover the costs of these replacements used for students and in the instructional/office setting.

However, it is common for a grant or department to determine that it would like to use alternative technology equipment, or incorporate additional equipment or accessories, as well as conduct its own refresh. If this is the case, please refer to the following information to properly budget, as the site/department making the request would be responsible for the cost of the purchase.

Potential IT Equipment Purchasing Categories

1. Non-Student/Non-Instructional Equipment

This includes updated equipment for office staff at the site or department level.

2. Supplemental Equipment

This includes items such as extra computer monitors, wireless keyboards & mice, additional TV remotes, TVs for projection where projectors are already installed, document cameras, etc.

3. Upgraded Equipment

This includes replacing standard district-issued equipment with enhanced equipment (computers, laptops, projectors, TVs, computer monitors, printers, etc.).

4. Accessories

This includes items necessary to make supplemental equipment function properly, provide extra safeguards, enhance presentations (adapters, cords, protective cases, wireless presentation remotes, etc.)

5. Non-Standard Software & Apps

This includes educational and administrative software that is not provided on an institutional scale.

All site/department software purchases must be approved by the IT department before purchase to ensure the ability to support.