

CHELMSFORD PUBLIC SCHOOLS

Anne-Marie Fiore, Executive Director of Technology and Information

Obsolescence Definition and Determination Procedure

1. Technology hardware will be considered obsolete when it no longer effectively meets the educational or operational requirements of the District, when it cannot accommodate current software applications and functions, and when it is no longer cost effective to maintain.
2. In general, usable life expectancy of District computer equipment is approximately five (5) to seven (7) years. Beginning at four (4) years of age, equipment will be reviewed on an annual basis by the Director of Technology Information to determine whether it should be replaced. If it is deemed functionally obsolete, the Director of Technology and Information will plan for replacement.
3. In the case of existing older equipment that is no longer needed in a particular school or office, the principal or other building administrator will contact the Director of Technology and Information, who will make a determination whether such equipment is of value elsewhere in the District or is functionally obsolete. No equipment is to be disposed of directly by schools or offices.

Removal and Disposal Procedure for Obsolete Equipment

1. After a determination of obsolescence has been made, members of the Technology and Information Systems will remove equipment from the area of use.
2. All obsolete equipment will be marked for processing, storage, recycling, or disposal.
3. Systems containing components needed for maintenance of other equipment will be disassembled for parts.