This policy establishes the framework governing the acquisition and disposal of technology assets and resources at Pennsylvania Highlands Community College.

College technology resources allow students and employees the ability to conduct its critical operations. These resources may also store and transmit confidential, restricted, and other sensitive information about the College and its staff and students. If compromised, such data would introduce significant security, privacy, and financial risk. Technology also introduces challenges to systems compatibility, cost-effectiveness, efficiency, accessibility, ongoing support, and human resources that should be taken into consideration and planned for through collaborative departmental discussions.

This policy provides a framework of the requirements that will ensure information technology resources are compliant with College policies, rules, legal obligations, and procedures before acquisition, throughout implementation, and eventual disposal. This framework aims to maintain data security compliance, reduce technology costs, validate accessibility, and ensure proper planning and training for implementation. Failure to adhere to this policy may prevent IT from providing ongoing support, prevention of access to the College IT infrastructure, or removal of unapproved solutions from College systems or networks.

Acquisition

Before information technology resources are purchased for College use, the Information Technology Department must be consulted in an oversight and advisory capacity.

Plans for requirements and acquisition of technical resources will involve an initial contact with the IT Department via the submission of a technology hardware/software request on the IT services portal page or by some other formal communication. The IT Department will help prepare purchase agreements in accordance with existing policies to ensure cost effectiveness, elimination of duplication of services, etc. and estimate time to completion of any installation/integration depending on the technical complexity of the task and vendor compliance.

Disposal

If a College office or employee has determined that Information Technology (IT) equipment or resources (e.g., computer, monitor, etc.) are no longer needed, then that office or employee should contact the Information Technology Department for its assessment. Based on the IT Department’s assessment of the equipment and based off the requirements of a grant used to purchase the equipment (if any), the Department will:

1. Redistribute to Other College Areas

Redistribute the IT equipment to a location within the College that may make use of the equipment.

1. Sell for a Fair Price

Sell any equipment that is no longer useful to the College. IT and the Business Office will determine a fair market price and consider the most appropriate way to sell the equipment.

1. Reclaim for Parts

Equipment that cannot be sold and can no longer be used, but has useful parts, will be disassembled for those parts and reused at the College.

1. Donate to Other Community Organizations

Donate any equipment that is no longer useful in any way to the College. Non-for-profit and educational organizations will have priority considerations.

1. Dispose of Properly and in an Environmentally Friendly Manner

The disposal of equipment that no longer meets the needs of the College will be disposed of in an environmentally friendly manner.

Once a decision has been made about the disposal of IT equipment and when deemed appropriate by the IT Department:

* Computer and electronic storage equipment will be reviewed and cleaned by a College approved data/software erasing process.
* The operating system (OS) that originally came with the computer will be installed, overwriting the College applied image/OS. The OS will be activated using the system board built-in licensing or other applicable methods.
* Any licensed software and institutional data will be removed before disposal or transfer of equipment from the College.
* The listing of the asset tags will be given to the Business Office so that the items can be removed from the inventory lists.
* Any facilitator of federal or state grants will be notified of the repurposing or disposal of equipment that was purchased by those grants.

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| **Effective Date** | **Motion Number** | **Document Author** | **Description of Change** |
| 6/20/2023 | FF 1016-2023 | Finance and Facilities | Added language about acquiring IT equipment and modified disposal language to reflect actual practice. |
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