
Indicators of Digital Readiness

Indicator	Lifespan and Refresh Cycle Planning
Theme	Technology Support and Services
Priority Level	P3
Organizational Level	District

Description of the Indicator

Districts should document the specific lifespan of hardware and software, and based on the specified lifespan, determine accurate refresh cycles for all hardware and software. The lifespan established should assure proper functionality of technology for instruction and learning.

Why is this indicator important?

An accurate and complete lifespan determination of all hardware and software allows for the creation of a realistic refresh cycle. Systematic and definitive refresh cycles will help in determining current and future technology budgets. Refresh cycles can vary greatly depending on type of device, typical usage, manufacturer warranty, manufacturer determined end of life, and “wear and tear.”

Indicator Rubric

Insufficient Evidence of Implementation (0 Points)	<ul style="list-style-type: none">● District does not have lifespans established for hardware and software
Foundational Stage of Implementation (1 Points)	<ul style="list-style-type: none">● District has established lifespans● District has not shown evidence of a plan to implement a refresh cycle
Achieving Success in Implementation (2 Points)	<ul style="list-style-type: none">● District has established lifespans● District has established a refresh cycle plan
Exemplary Success in Implementation (3 Points)	<ul style="list-style-type: none">● District has demonstrated execution of a sustainable technology procurement process based on lifespan and refresh cycle plan

Who in the school/district should lead and be involved with this indicator?

- Curriculum department
- Business office
- IT Personnel
- Building Administration
- Operational Personnel

How to execute the indicator

Technology Leader, with input from the Curriculum department, Business office, and technology staff:

- Evaluate assets to determine a realistic lifespan, considering factors such as manufacturer warranty, manufacturer end-of-life
- Establishes refresh cycle for all hardware and software based on established lifespans and budgetary constraints
- Document established lifespans for all hardware and software within the inventory management solution

Evidence to submit for successful execution of this action

- Provide an inventory report indicating established district lifespans for assets
- Provide a district refresh cycle plan, that includes budgetary considerations for execution of the plan
- Provide examples of how the district refresh cycle is already being executed

Resources schools can use to complete this action successfully

- [Google Chrome OS Lifecycle](#)
- [Microsoft Windows OS Lifecycle](#)

Certified Schools Exemplars

1. [Marlboro Elementary School, Marlboro Township Public Schools, 2018 Bronze Certified](#)

Our district/school was able to achieve an exemplar status for technology by maintaining and adhering to a plan to ensure a robust infrastructure and device replacement plan. Student in middle school are issued a new Chromebook in grade 6 that follows them for three years until graduating from grade 8. During this time, students may take the devices home. This may cause excess wear and tear, however we have purchased a warranty to cover this period of service life. After this time, the Chromebook are sent down to our elementary schools where they are housed solely in the school and function until the end of their serviceable life (approximately 3-4 more years). During this time, in house technicians are able to keep the devices operable through repairs and replacement as needed. This process is followed as appropriate with all other digital devices as well.

2. [Memorial School, Old Bridge Township Public Schools, 2018 Bronze Certified](#)

The district conducts a yearly review of all devices with a potential refresh cycle of 3 years for mobile devices and of 5 years for desktops. Devices are replaced as budget allows. Principals also utilize individual school budgets to purchase devices for their schools on a small scale. Purchases for special needs students are expedited through the Department of Special Services.

The district maintains SMART Boards and interactive projectors throughout grade-level classrooms. These, too, are evaluated on a yearly basis and replaced “as needed” according to budget allotments.

An example of our refresh cycle was the roll out of 6,000 HP Streams to replace aging iPads. The financing for \$1.7 million for this project was approved by the Board of Education in May 2017. Once financing was approved, principals were provided access to a spreadsheet which asked them to provide information regarding deployment in their schools.

As information was received, these plans were vetted by the Technology Department, MRA International (our deployment partner), and Hewlett-Packard representative. Once approved, the deployment plan was reviewed by the Leadership Council (Superintendent, Assistant Superintendent, Business Administrator, Directors), with further review/approval by the District Technology Committee (BOE Committee).

A “roll out” document was created which provided basic information about delivery locations and quantities. This document was vetted and shared with our business partners (MRA and HP) and district administrative staff.

Delivery, imaging and “roll out” of devices and storage devices was staged at our Grade Nine Center Technology Center. Field Maintenance staff coordinated with Technology Department staff to provide delivery to school/classroom locations. The deployment timeline ran from mid-October 2017 to the third week of December, 2017. By return from Winter break (January 2018) devices were deployed and are currently in use in our classrooms.

As we move forward, we look to fine-tune this deployment by swapping out out-of-date equipment and providing supplemental devices, especially for our special needs students. In addition, our plan is to move forward to purchase more devices through the sale of iPads and peripherals related to the iPads as follows:

- * Kindergartens—complete purchase and deployment of Kindle Fire 7 tablets
- * Grade 1—purchase and deploy Kindle Fire 8 tablets
- * Grade 2—purchase and deploy HP Streams
- * Purchase and deploy additional devices as needed for enrollment changes, equipment failures, and “stock.”