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# Indicators of Digital Readiness

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<b>Indicator</b>	<b>Proper Decommissioning</b>
<b>Element</b>	<b>Technology Support and Services</b>
<b>Priority Level</b>	<b>P2</b>
<b>Organizational Level</b>	<b>District</b>

## Description of the Indicator

Districts should document specific decommissioning and recycling plans for all end-of-life hardware, including all equipment purchased for Non-Public Schools via [NonPublic Schools Technology Initiative Program](#).

## Why is this indicator important?

Proper disposal of end-of-life technology equipment is environmentally responsible, often required by law, and can be financially advantageous in helping to sustain the technology program.

## Indicator Rubric

<b>Insufficient Evidence of Implementation</b>  (0 Points)	<ul style="list-style-type: none"><li>● District does not have decommissioning and recycling plan for end-of-life hardware</li></ul>
<b>Foundational Stage of Implementation</b>  (2 Points)	<ul style="list-style-type: none"><li>● District has established decommissioning and recycling plans</li><li>● District has not shown evidence of implementation</li></ul>
<b>Achieving Success in Implementation</b>  (4 Points)	Evidence is provided for all previous rubric levels, as well as: <ul style="list-style-type: none"><li>● District has demonstrated a specific decommissioning and recycling plan for end-of-life hardware, including all technologies purchase via the NonPublic Schools Technology Initiative Program</li></ul>
<b>Exemplary Success in Implementation</b>  (6 Points)	Evidence is provided for all previous rubric levels, as well as: <ul style="list-style-type: none"><li>● District demonstrates a decommissioning and recycling plan that aids in the financial sustainability of the technology program, or assists another non-profit organization</li></ul>

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

- Technology Leader
- Business Office
- IT Personnel
- NonPublic Schools Liaison

### How to execute the indicator

- On a yearly basis, Technology Leader, with input from the technology staff, should establish a report of all hardware that has completed its lifespan, based on district plan. This includes inventory of obsolete hardware purchased for NonPublic Schools.
- Board policies and regulations regarding the disposal and recycling of assets should be followed, which may include acquiring bids for equipment that have reached end of life, removal of asset tags, and Board approval of assets to be recycled.
- Technology Leader, or an assigned individual, should verify that chosen recycling vendor is licensed and will

properly dispose of any equipment as per EPA guidelines. All memory and hard disks shall be scrubbed of any data meeting Department of Defense standards.

- Technology Leader, or an assigned individual, should contact a licensed technology equipment recycling vendor for pick-up of all end-of-life hardware.
- Upon completion of pickup, a certificate declaring that all data has been securely erased and hardware has been disposed of properly shall be obtained.
- When the district will receive payment for disposed of or recycled assets, the Technology Leader should work with the Business Administrator to assure proper disbursement of funds.

### **Evidence to submit for successful execution of this action**

- A copy of the decommissioning /recycling plan
- A copy of receipts / certificates from vendors removing/recycling decommissioned assets
- Proof of payment for decommissioned assets, or proof assets went to a non-profit organization

### **Resources schools can use to complete this action successfully**

- [NonPublic Schools Technology Initiative Program](#)
- [The SANS Institute Technology Equipment Disposal Policy](#)
- [EPA Electronics Donation and Recycling](#)

### **Certified Schools Exemplars**

#### **1. [Luther Lee Emerson, Demarest, 2018 Bronze Certified](#)**

Luther Lee Emerson has teacher laptops on a 4 year renewal cycle, and student laptops on a 5 year renewal cycle. The technology coordinator completes an annual inventory to see if devices need to be replaced. There are board policies in place to make sure that all equipment is decommissioned properly.

#### **2. [Ridgedale Middle School, Florham Park School District, 2018 Bronze Certified](#)**

On a yearly basis, usually during the summer, our district submits a list of equipment that is deemed inoperable, no longer having use, not effective or efficient thus ready to be recycled. Our vendor is GreenVision in Randolph, NJ. From the vendor website - GreenVision Inc.® is dedicated to providing students and adults with developmental disabilities the opportunity to work and to earn. Reverse Supply Chain with a focus on electronics recycling provides both a laboratory for the clientele and provides funds to help support the programs. An inventory spreadsheet is maintained noting the equipment to recycle. All hardware/equipment to be recycled is removed from our inventory management systems to maintain an accurate snapshot of our current hardware.

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

The district utilizes warranties on all new computer hardware purchases. Repairs which are required and fall outside the scope of warranty repairs are completed by the district technical support staff unless a project exceeds our staffing limitations. At that time, projects are evaluated, placed on bids, and contracted out to third-party state contract vendors. The district has partnered with our vendors, MRA International and HP, to provide warranty support repairs. MRA personnel visit each school on a regular basis to pick up and return equipment.

In addition to our full-time technical staff, the district also supports a technology intern program with selected secondary institutions which allows student to learn technology skills while working in the district under the supervision of a district

technicians. Interns from Brookdale Community College and Middlesex County College supported us this year. In addition, Building Support Persons in each building (teachers who receive a stipend to report and coordinate technology issues) are responsible for reporting technology issues in each building and monitoring these issues until they are remediated.

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. The district has a “card swipe” access and camera system in all buildings which is maintained by CM3. These systems are monitored and tested regularly; remediation is coordinated by the Network Administrator and CM3.

**4. [Point Pleasant Beach High School, Point Pleasant Beach, 2018 Bronze Certified](#)**

All technology is evaluated each time new purchases are made. The district tries to either upgrade or replace computers that are four years old. All of our non-networked computers are placed in classrooms and loaded with grade and skill-specific software to be used as independent study stations. Parts of older computers that can no longer be used are saved to be used by the district’s technology team for repairs. Computers that cannot be used are disposed of according to the district’s policy on hardware disposal. The current inventory of Apple MacBooks in the Antrim School are on a 3 year life-span plan. Each year, new machines are purchased for the incoming 6th grade students. The outgoing 8th grade student machines are then filtered down to classroom carts for the 3-5 grade levels. The oldest machines on the carts are then removed per the district’s policy on hardware disposal. The current inventory of Apple Macbooks in the High School are on a 4 year lease plan. At the end of the 4th year, the machines shall be replaced with new machines. Over the past few years, Point Pleasant Beach school district devices have been sold back via Govdeals and donated to non-profit organizations, as noted with the evidence that follows this narrative in the Indicator evidence section.

**5. [Birches School, Washington Township Public Schools, 2018 Bronze Certified](#)**

Our IT department oversees the responsible disposal of technology assets that are no longer useful. A succinct description of the disposal process was given. A link to the company that handles the disposal was included. Several certifications of destruction were linked.