



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **ADMINISTRATIVE PROCEDURE – 102-16**

### **Information Technology Assets, Hardware and Software: Acquisition, Upgrade, Repair, Replacement and Disposal**

Area: Operations  
Policy Reference: Purchasing of Goods and Services (PO102)

Approved: September 30, 1993  
Revised: September 6, 1994; January 31, 2024

#### **1. Purpose**

The intent of this administrative procedure is to provide direction to anyone acquiring, upgrading, repairing, replacing and disposing of Durham Catholic District School Board (the “Board”) Information Technology assets and resources. The Board recognizes the benefits that technology can bring to support its daily operating activities and student achievement.

#### **2. Definitions**

Nil

#### **3. Procedures**

3.1 The Board’s Information and Communications Technology (“ICT”) department is solely responsible for setting and maintain the Board’s Information Technology standards, this includes physical and virtual. Physical resources include, but are not limited to, computers, printers, laptops, etc. Virtual resources include, but are not limited to, software, SaaS (Software as a Service), applications, third party subscriptions/services, and websites used to support delivery of education.

##### **3.2 New Acquisitions**

3.2.1 To ensure cost effectiveness, equipment compatibility, and appropriate levels of support, all physical and virtual resources acquisitions must follow the Board’s Purchasing of Goods and Services Policy (PO102) and will be purchased centrally using respective school/department budgets.

3.2.2 New acquisition of physical and virtual resources will be based on needs arising from:

- a) the ICT Multi-Year Technology Plan for the enhancement of technology services,
- b) new positions for which existing equipment is unavailable or unsuitable,
- c) additional capacity requirements due to the introduction of new applications,
- d) availability of new or enhanced hardware/software not currently in use,
- e) specific requests from schools and departments where costs are to be charged back to the school/department budget.

3.2.3 To ensure adherence to the Board's Purchasing of Goods and Services Policy (PO102), Acceptable Use of Information and Communications Technology Policy (PO431), Freedom of Information and Protection of Privacy Policy (PO201) and current legislation, virtual resources such as web applications must be purchased through the ICT department. ICT will ensure the following conditions are met:

- a) A Privacy Impact Assessment (PIA) will be performed to mitigate privacy risks and protect the Board's collected data (i.e., staff and student personal information). Additionally, assessment of the application may have been completed by the Educational Computing Network of Ontario (ECNO) Vetting of Application Security and Privacy (VASP) team.
- b) The need for the application will be determined and the applications privacy policies will be reviewed.
- c) Parents/Guardians/Caregivers and/or students will be notified about how and why the personal information is being collected.
- d) Reasonable security measures will be implemented to protect the collected data.

### 3.3 Upgrade

3.3.1 ICT will address the upgrade of existing equipment or Network Service where one or more of the following situations exist:

- a) hard disk capacity doesn't allow future operating system or application upgrades;

- b) physical resources require the installation of a component such as Random Access Memory, Hard Disk Drive, Solid-State Drive (SSD), Monitor, etc.;
- c) Network traffic averages 80% utilization or more of total bandwidth;
- d) the cost of upgrade does not exceed the unit value by 50% which would normally suggest consideration for replacement.

### 3.4 Repair

3.4.1 The repair of hardware will be performed in accordance with the following:

- a) hardware under warranty will be repaired by the applicable vendor or the vendor may send ICT the replacement parts for repair;
- b) repairs estimated to exceed 50% replacement value of the unit will be referred to the supervisor responsible for supporting the technology for decisions regarding repair/replacement/disposal;
- c) physical resources without warranty will be assessed and repaired by ICT;
- d) repair values will be based on parts only where Board staff can complete repairs and on parts, labour, delivery, and service charges where vendors are required to complete repairs;
- e) physical resources removed from the site for further diagnostics and repair will be replaced temporarily from surplus inventory as available.

### 3.5 Replacement

3.5.1 The need for all replacement hardware and software will be considered in accordance with the following:

- a) the device cannot support the latest operating system and software environment, as the device must comply with the latest security patches;
- b) physical resources deemed essential is not included in the current inventory,
- c) the unit is in frequent state of malfunction and service record confirms service life and reliability are unacceptable.
- d) Virtual resources might need to be replaced where the new one might not be cheaper, but would improve productivity and bring efficiencies to our operations

### 3.6 Disposal of Physical Resources

- 3.6.1 Where repair and replacement procedures have been considered and a current inventory of physical resources is maintained, the disposal will be carried out by ICT according to the following:
- a) all displaced physical resources which cannot support the latest operating system and software environment.
- 3.6.2 Prior to disposal, components may be removed for surplus repair parts inventory.
- 3.6.3 Asset current inventory will be updated using ICTs asset management process.

#### **4. Sources**

Nil

#### **5. Appendices**

Nil

#### **6. Related Policies and Administrative Procedures**

- 6.1 [Purchasing of Goods and Services Policy \(PO102\)](#)
- 6.2 [Acceptable Use of Information and Communications Technology Policy \(PO431\)](#)
- 6.3 [Freedom of Information and Protection of Privacy Policy \(PO201\)](#)