

**ADMINISTRATIVE PROCEDURE****SALE OF DISTRICT TECHNOLOGY**

Each year the district refreshes roughly a third of the staff devices (iPads, laptops). Staff members that utilize district phones have them refreshed every other year or so as requested/needed. Old equipment can be repurposed, sold to vendors that specialize in the recycling of older hardware, sold at the district garage sale, sold on eBay, or sold to staff members.

**Sale of Technology Equipment**

The district reserves the right to determine how it will handle technology equipment that is no longer in use. The sale of technology equipment will be handled according to Board Policy 4:80 and comply with federal and state law. For large quantities of equipment, if the district determines it will sell equipment to a recycling vendor, bids will be collected and the sale will be to the highest bidder. Smaller quantities of equipment of a diminutive value may be sold through the district's garage sale or through eBay.

Staff members may request to purchase technology equipment during the refresh cycle, or when they are leaving the district. Staff members may only buy the technology equipment that was assigned to them. The district is not obligated to sell to staff members and reserves the right to make the decision of sale of technology equipment on a case-by-case basis, depending on various aspects of the equipment and district need. Any technology equipment not repurposed or purchased by the employee will be bid out.

Generally, for iPads and computers, the sale price will be determined by the age of the device and a percentage of the original purchase price using the following scale. The following depreciation schedule will be the minimum amount to be paid by the employee. The district reserves the right to adjust purchase price based on current market values and demand.

<b>Age Percent</b>
1-year 80%
2-year 50%
3-year 25%
4-year 15%
5-6 years \$50 Flat Fee

The purchase price of any technology 7 years or older will be at the district's discretion.

For iPhones, cell phones renewed prior to three years from date of purchase can be purchased at used trade-in value, determined by the Business Office. Cell phones more than three years of age can be purchased at the standard price set by the business office for that fiscal year.

All sales are final. Support and district network access is no longer provided for equipment sold.

**Adopted:** June 21, 2022

**Revised:** June 1, 2023