

## Technology End of Life Plan

MSAD#75 is often challenged with deciding between sending aged equipment to disposal or continuing to support the older equipment. The practice of continued support of replaced technology has created a huge desktop infrastructure in MSAD#75 that does not meet the demands of today's technology. This equipment often provides poor Internet performance, system slowdowns/crashes, and incompatibilities between documents and applications. Value can be found in some configurations of older equipment that are dedicated to providing specific tasks off the network. The purpose of this document is to set guidelines for the reduction of the "aged" infrastructure, provide guidelines for the level of support offered to old equipment (when it is not disposed of), and a guideline for the replacement of aged equipment.

A computer will be replaced when it reaches the planned "end of life" or no longer meets functional needs as described by the technology plan. The technology department will maintain an inventory of all equipment that will specify the life stage devices are currently in along with expected year of replacement. Results of equipment evaluations will be represented in the inventory and reported on the technology department web site: <http://helpdesk.link75.org/>

### Evaluation of existing infrastructure

All existing hardware must meet the minimum standards specified in the technology plan and be capable of providing reliable services to end users. Machines that do not meet the standard will be placed in one of two categories: awaiting replacement or awaiting disposal. Not all devices will be replaced, as many devices represent past replacement procedures where a new device was installed, and the old device was left behind to serve a reduced purpose. Computers waiting disposal will be clearly and permanently identified on the case.

Computers awaiting disposal will not be supported on the network, with current software including Microsoft Office or AppleWorks software, or by the technical support staff. These devices may remain in place where staff members are willing to assume responsibility for system support and maintenance. These devices may be capable of providing one or two specific applications including drill and practice, investigative, typing, reading and or assessment activities for students. Staff will be informed that the computer can be utilized but will not be replaced or repaired when the device ceases to function.

The procedure offers technicians some flexibility in determining the end of network support. In some cases, devices awaiting disposal may be allowed to exist on the network, provided the device is capable of reliable network access, sufficient cabling and network ports are available, and that the system is not

required to make substantial modifications for the continued network support of the device (including networks, servers, printers, software, cabling, documentation, etc).

### Procurement of new devices

When new equipment is deployed to a workspace, it shall replace an existing device. The procurement process for the new computer will include a mandatory disposal fee to cover disposal costs. The replaced computer will be sent to the district office for evaluation. Two options will be analyzed - disposal of the device or a redeployment of the device based on reduced expectations (off the network). Technicians will identify if the machine is capable of meeting a lower set of end user functional requirements in a manner that provides high quality, reliable services. The workstation will not be capable of network related tasks after it is redeployed. Additionally, the evaluation process will also be based on a predetermined number of devices allowed in the district.

If the machine cannot meet a need elsewhere in the district it will be sent to disposal. After a workstation is flagged as "End of Life," and redeployed, the new user acknowledges in writing that no support will be allocated for that unit. Once the unit fails, it is immediately removed from service and no replacement is guaranteed. Whether redeployed or disposed, the machine will be clearly and permanently marked "EOL" and a change in status recorded in inventory.

A software evaluation of the computer will include a report of all software currently installed, software versions, associated licensing. The software license for currently installed applications may not remain with the hardware. License assets will be analyzed and recovered whenever possible to reduce the districts total cost of technology ownership.

During the planning process end users and supervisors will receive notice when computers are scheduled for replacement to ensure a smooth transition to the new devices. The basic computer configuration includes many high-powered tools, however, individual staff members may require increased functionality to meet specific curriculum needs. The technology department will work with staff members to identify additional needs beyond basic computing to be planned and budgeted for using the *New Projects Procedure*. (See [Appendix F1 – "Project Assessment Process & Narrative"](#))

Disposal preparation will include the following:

1. A quick analysis of hardware will be made to determine if there are any parts that can be salvaged, such as, RAM, hard drives, NIC cards, etc.
2. A priority will be placed on the elimination of confidential data stored on all types of media including but not limited to hard drives, CDROM, floppies, zip disks, etc. Destruction of data must be accomplished in a manor that is safe for the technician to accomplish, cost effective for the district, and permanent.
3. Modification of inventory to reflect computer status.