



## **Disposal of ICT Equipment Policy**

### **Alwyn Infant School and Courthouse Junior School**

<b>Owned by:</b>	Nick Hart	<b>Date:</b> January 2022
<b>Last reviewed on:</b>	Spring 2022	
<b>Next review due by:</b>	January 2024	

This Policy outlines recommended disposal policies for all ICT equipment owned by Alwyn Infant School and Courthouse Junior School.

This policy is in line with the Data Protection Act and the Waste Electrical and Electronic Equipment Regulations 2013.

Three methods of disposal/re-use are to be considered in order of priority:

1. ICT Equipment can be re-used within the school
2. ICT Equipment can be passed on to a third party for re-use
3. ICT Equipment can be disposed of in a safe, secure and environmentally friendly manner

In all cases of disposal/re-use the asset register should be updated accordingly.

When computer equipment has reached the end of its useful life for the purposes for which it was originally purchased, the school should consider if it can be re-used within the school in another role. If this is not feasible, the asset should be formally written off and disposed of.

When computers are passed on to a third party, the school has to ensure that it and its employees are not legally liable if the equipment subsequently develops a fault that injures or kills someone; this can be considered in the following situations:

- Alwyn Infant School or Courthouse Junior School has sufficient liability insurance to cover such an eventuality.
- The third party is an organisation that will provide written proof that they accept full liability for anything that goes wrong with the computer equipment they have been supplied with.
- The third party has appropriate liability insurance and is an organisation that refurbishes computers and then sells them on. The school should request written proof that such an organisation accepts full liability for anything that goes wrong with the computer equipment they have been supplied with.

All data will be erased from computer hard drives prior to disposal; this must either be done within the school, or by a WEEE Compliant organisation. In all cases, the company to which the redundant equipment is supplied, should confirm in writing the details of any equipment they are refurbishing/recycling, including the makes, models and serial numbers, plus a certificate of destruction.

A Service Level Agreement is in place for IT recycling service which is approved by the Local Authority and provides compliant recycling solution.