



Marietta city schools

Administrative Guidelines

Department: Operations

Policy: IFBGC

Topic: Purchase of Software, Hardware and Technology Services

Revised: July 2019

PROCEDURE

This Administrative Guidance provides operational instructions regarding the allocation, purchase, and disposal of Marietta City Schools' (MCS) computing systems and software. This guidance applies to all fixed or mobile computing equipment and software purchased with Central Office or local school funds. The installation, support and appropriate use of technology represent a significant investment of the district's fiscal and human resources. Approval for the purchase of software, hardware and technology services must meet certain criteria, among which are the following:

- Interoperability with the district's information technology portfolio
- An acceptable total cost of ownership
- Compliance with information security requirements and district technology standards
- Best-fit for intended purpose Purchases of software, hardware and technology services shall require the approval of the Director of Technology and Information Systems.

When software, hardware and/or technology services are to be used to support instruction, the approval of the Assistant Superintendent for Academic Achievement and Programs shall also be required. When software, hardware and/or technology services are to be used to support students with special needs, the approval of the Assistant Superintendent for Special Services shall also be required. These requirements shall apply regardless of the item's cost. All other applicable districtwide procurement policies and procedures must also be met.

PROCEDURE

Purchase of Software, Hardware and Technology Services

SUPPORTING DOCUMENTS

Computer Exception Request Form

PROCEDURE

- I. Hardware and Software General Guidelines
 - A. Upon hire, full-time and part-time employees identified as requiring a computing device to complete assigned duties are provided one computer system under the MCS Computer Policy.

1. Full-time and part-time employees will receive:
 - a) One laptop with optional docking station or desktop
 - b) One monitor
 - c) One standard keyboard and mouse set
 2. Exceptions allowing an employee to have multiple computers covered under this policy,
 - a) Will be rare; and
 - b) Made on a case-by-case basis and justified by completing the Computer Exception Request Form regardless of the funding source.
 3. Computer specifications will be based on current MCS Technology Standards document. Requests deviating from these specifications must be approved by the Director of Technology and Information Systems.
- B. Computing equipment will be replaced according to the published MCS Technology Refresh Guidelines and Refresh Schedule.
- C. While out of warranty computers can be cost-prohibitive to maintain and can pose a threat to the stability of the campus network infrastructure, the Office of Technology and Information Systems (OTIS) reserves the right to redistribute out of warranty assigned computers as needed.
- D. Computer equipment is the property of the Board of education of the City of Marietta, not the property of employee, department or school regardless of the funding source used to purchase the equipment.
- E. Any enterprise software necessary for a user to perform his/her assigned duties will be provided and installed.

II. Accommodations and Special Needs

- A. OTIS will provide reasonable accommodations to individuals with special needs or requirements. These accommodations will be on a case by case basis and require the involvement and approval of Human Resources.

III. Computing Hardware Purchases

- A. All equipment purchases
1. Must be approved by the Director of Technology & Information Systems,
 2. Meet OTIS's published Technology Standards and,
 3. Include at least a 3-year manufacture warranty.
- B. Computing equipment funded by departmental budgets, local school budgets or any non-recurring funds will be subject to the following guidelines:
1. The device(s) are not eligible for replacement as part of the MCS refresh cycle, unless the department or school has funds for this purpose.
 2. The device(s) will be inventoried as part of MCS's equipment database and must run any district IT software necessary to provide oversight and management of device(s).
 3. The device(s) must allow operating system updates and have an approved anti-virus solution that is set to update automatically.
 4. The department or school may continue to use the purchased device after the warranty expires as long as the operating system is supported by the

manufacturer, security updates are processed and the approved anti-virus solution updates automatically.

5. The department or school is responsible for the replacement of the computing device(s) when they have reached end of life/end of support.
6. The department or school is responsible for the purchase of additional batteries, accessories, or consumables.

IV. Software Purchases

- A. All software purchases
 1. Must be reviewed and approved by the Director of Technology & Information Systems,
 2. Comply with information security requirements,
 3. Include at least a 3-year service agreement,
 4. Include training.
- B. OTIS will not provide support for Open Source software without a service level agreement with a well-known vendor,
- C. Software purchased by the district is not permitted to be installed on a non-MCS computing device.

V. Repairs, Maintenance and Disposal

- A. The Office of Information Technology will provide support, repairs and maintenance to all computing devices under the following conditions:
 1. The device(s) meet MCS's computer standards and is covered under a warranty,
 2. The device(s) were provided by MCS,
- B. Any damaged device that exhibits signs of neglect, misuse or abuse will be reported to the user's supervisor and the Director of Technology & Information Systems.
- C. All end of life, damaged or unused computing devices must be returned to OTIS for proper disposal regardless of funding source.