



Hardware Management, Restrictions and Procurement Process Overview

(Revised June 2012)

There are many issues to consider in selecting and procuring hardware for use in the Chinle Unified School District # 24:

- evidence and research base of its effectiveness
- alignment with the Arizona State Department of Education and national standards
- suitability for students' needs and learning styles
- suitability for teachers' and administrators' needs
- total cost of ownership (purchase, subscription, installation, maintenance, licenses)
- platform compatibility and system overhead
- Listed on your lesson plans
- The curriculum department is aware of it and approved
- Technology committee authorized the purchase of the application
- Tested on the IT computer labs and authorized the compatibility with local Network and Servers
- Local board approval
- Coaches, mentors and Staff developers are aware of it for future PD

The thoughtful consideration of all of these issues is a demanding and exacting task requiring the collaborative effort of technical staff, teachers and administrators.

The goal of the Chinle Unified Schools District # 24 (CUSD # 24) is to manage its hardware assets to derive maximum benefit to CUSD and its students and staff and to ensure that CUSD and its employees:

--Maintain only legal hardware on Chinle Unified School District # 24 computer networks.

Information Technology Services may approve home use of district hardware by employees that can demonstrate a need to conduct the school's business from their homes. Under no circumstances, however, may an employee use the school's hardware for purposes other than the business of this organization.

No employee may use personally-owned hardware on the organization's computers or networks. Such hardware threatens the integrity and security of the organization's computers and networks.



Hardware Asset Procurement Process

All hardware for the Chinle Unified School District # 24 must be procured through the official and defined procedures. The Chinle Unified School District # 24 hardware procurement process consists of several steps:

- Identification of a need for specific hardware
- Research and evaluation of various hardware assets that may meet the need
- Analysis of total cost of ownership including initial purchase, subscription costs, implementation and maintenance overhead
- Technical review of hardware – test project implementation
- Budgeting for procurement and on-going support
- Purchase and implementation (***all purchase orders for any hardware must be approved by the district technology Director PRIOR to submittal to the business office. Purchase orders for hardware submitted without this specific approval will not be processed.***)

CUSD#24 Information Technology Services is striving to create an environment for success by communicating the information in this document; educating employees about their responsibilities; identifying and modifying as necessary the hardware that employees and students need to fulfill their responsibilities; and requiring that all hardware be procured through official and clearly defined procedures.

ITS may conduct periodic, planned reviews, in which we may ask employees to complete a Hardware User Survey. This Survey will be used to determine your existing and future use and need of particular hardware. Your cooperation with all reviews and Hardware User Surveys is greatly appreciated. ITS will endeavor to conduct its work with the least possible disruption of your workday.

Basic Guideline Review

- All requests for hardware and hardware upgrades must be submitted to ITS on the ***Hardware Asset Procurement Form***.
- ITS shall designate those employees authorized to install hardware
- No employee shall install hardware without specific permission from ITS.
- There should be a documented instructional or professional need for new hardware requests
- Approval must be obtained before submitting purchase orders for hardware.



The **Hardware Asset Procurement Form** is attached and is available at :-----Click on "Departments." Click on "Department of Information Technology."

**Hardware Asset Procurement Form
Chinle Unified School district # 24**

Submitted by: _____ **Date:** _____ **Dept:** _____

Hardware Product Name: _____

1. What is the identified need for the new hardware? How will this hardware have a significant impact on student learning?
2. What is the evidence of the academic effectiveness of the hardware? Please state the specific technical research and evaluation of the hardware?
3. What alternative and/or competitive hardware products have been considered to fit this need? What are the acquisition costs of the alternatives? Why do you believe the requested product is best suited to the need?

4. Cost considerations:

- Purchase cost per user of hardware: _____
- Annual hardware maintenance fees: _____
- Implementation costs:

Estimated implementation cost: _____

Estimated annual maintenance cost: _____ (ITS must provide this item.)

5. When will a demonstration of the hardware be available for testing? _____

- Hardware details:
- Manufacturer Name: _____
- Address: _____
- Web address: _____
- Technical Support Contact Information:

- Product and Model:
- _____

- Quantity: _____

7. Budget plan for procurement and on-going support, upgrades, and maintenance:



Signature: _____ Date: _____

Please submit this hardware proposal to the Director of Technology for approval before any purchase or demonstration hardware is procured.

This section to be completed by the IT Department.

Technical Review Notes: _____

Implementation/Maintenance Notes: _____

Technical Review Evaluation: _____

Purchase is approved: _____ Date: _____

Purchase is not approved: _____ Date: _____

Reason for disapproval of purchase: _____