



## Greenholm Primary : Hardware recycling policy.

### **Overarching statement**

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Where there has been a need or request for school purchased hardware to be redistributed or destroyed Greenholm Primary acknowledges the following conditions should be met,

- The equipment serves no useful purpose on site
- The equipment is not newer than FOUR years old, unless otherwise expressly quantified in writing
- The school governors or an approved representative agrees and has signed the relevant release form
- The equipment is to be thoroughly wiped of all school data and reloaded with its original licensed operating system where applicable
- Where it has been acknowledged that the equipment may still be used for School related purposes it is agreed that the equipment can be loaded with Birmingham City Council licensed Anti Virus
- The school shall not ask for any monetary payment, but donations to school fund will be acceptable. The amount shall depend on individual generosity but the condition should be taken into account and will be agreed beforehand
- Laptops to be supplied with 1 battery, 1 mains charging pack and lead and any other peripheral ESSENTIAL to its operation
- Laptops/Desktops will be returned to its original software package as it was received into school with only the software loaded it was received with. The laptop/Desktop and software will be checked to be in a saleable state by a member of ICT staff
- The school gives nor implies any warranty, future repairs or bills are the responsibility of the recipient
- The relevant items serial number will be logged and submitted to the School Office staff responsible for maintaining Asset registers for removal from inventory