



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 12-g

Hardware Re-Use Policy

Hardware Re-Use Policy

Policy #:

Version #:

Approved By:

Effective Date:

Purpose:

The purpose is to implement procedures for removal of sensitive information from electronic hardware before the hardware is made available for re-use.

Scope:

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

Sweetwater County School District #1 will ensure

- the master inventory list is appropriately updated upon the re-use of hardware components containing sensitive information.
- prior to re-use that the hardware is securely overwritten and that such action is verified and documented.
- the previous label on such hardware that is to be overwritten is removed and destroyed.

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the requirements of the Hardware Re-use Policy.

Compliance:

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).