



Superintendent's Circular

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Version 01

TECHNOLOGY PURCHASING, DONATIONS & RETURN GUIDE

This circular will remain in effect unless rescinded or superseded by a subsequent version

PURPOSE

This document is intended to provide guidance on the technology purchasing process, acceptance of technology donations, and the return of technology.

TECHNOLOGY PURCHASING

All requests to procure technology that must be added to the BPS network should be submitted to BPSTechnology (OIIT) through the Technology Purchasing Request (Form 40), regardless of funding source. Please visit the [BPSTechnology Purchasing Menu](#) for technology options, pricing, and the request form. If you're not sure if a request form should be submitted, please feel free to reach out.

Technology listed on the menu has been evaluated by BPSTechnology (OIIT) experts based on industry standards, district priorities, and school needs. Most technologies come with the standard BPS image, and we guarantee service and support for the equipment. Competitive pricing has been negotiated with vendors, contracts are already in place, and BPS purchasing guidelines have been met.

If you do not find what you are looking for on the menu, please reach out. While most technologies are standardized across the district, we may be able to get them with different specifications (i.e. memory, storage). If you are considering technology that cannot be supported by BPSTechnology (OIIT), please:

- examine compatibility with existing systems and digital applications,
- be conscious of any software licensing or subscriptions needed,
- understand the warranty coverage and how repairs will be handled,
- ensure training is available on use and integration of the technology,
- arrange for shipment, delivery, assembly, and installation if necessary,
- follow the procurement process (see [Business Services Guide](#)), and
- plan ahead to meet implementation and procurement timelines.

BPSTechnology (OIIT) reserves the right to decline requests for the procurement of technology.

Before submitting your request, please be sure sufficient funding is available in technology accounts (55903, 55905, and 55907). If paying by check/BEDF, please wait to make payment.

BPSTechnology (OIIT) will provide you with payment instructions once the request has been reviewed and approved.

Only school/department leaders who are authorized by the superintendent to make budget decisions can submit requests to purchase technology. However, we encourage staff to work with leaders to make technology decisions that will benefit schools/departments as a whole.

Public funds cannot be used to provide a prize or gift to an individual. Under the Anti-Aid Amendment of our State Constitution and by order of the Massachusetts Supreme Judicial Court, money raised by taxation (i.e., public money) can be used only for public purposes and not for the advantage of private individuals.

DONATIONS

Schools receiving technology donations from outside vendors or partners should contact BPSTechnology (OIIT) prior to receipt for a comprehensive consultation. Donations can differ from BPSTechnology (OIIT) standards but must meet the minimum system requirements for the device. All donations of technology are the property of the Boston Public Schools and, as such, must adhere to the same policies regarding purchased equipment. After consultation, BPSTechnology (OIIT) reserves the right to decline donations if they do not meet the minimum system requirements or require additional support or resources beyond the means of the district.

There may be additional costs associated with software, re-imaging, repair, and maintenance. All donated computers must be re-imaged with the standard image before being used by students or staff to ensure that existing data/information can be removed, and the necessary security and management software

can be installed.

Materials funded through [DonorsChoose.org](https://www.donorschoose.org) are the property of the public school at which the teacher is employed when resources are shipped. The teacher who created the project is the sole steward of the donation while employed at the school, carrying out the project for which the materials were donated. For more information, go to [DonorsChoose.Org Materials Ownership Policy](#).

RETURNS

All technology (laptops, desktops, cell phones, tablets, desk phones, etc.) must be returned to BPSTechnology (OIIT) for reimaging or recycling. Any BPSTechnology (OIIT) staff member at either the Bolling Building or Campbell Resource Center can collect technology and provide an electronic receipt to the employee and RC manager, if requested. If re-imaged, the device is held until the purchasing school/department reassigns the unit and/or provides us with further instruction.

Technology cannot be transferred from one employee to another. All computers, phones, and tablets must be returned to BPSTechnology (OIIT) so that data can be properly archived and destroyed before it is redistributed to another employee. Hard drive contents will be archived according to the [City of Boston Records Retention Schedule](#) by the director of records management. Once data is archived and destroyed, the RC manager can direct BPSTechnology (OIIT) to redeploy the technology to another employee in their RC.

For more information about this circular, contact:

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