ST LEONARD'S CE PRIMARY ACADEMY
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Reg Office: As above
Company Reg No. 07807811
Head Teacher: Nicola Mills BEd (Hons)

St Leonard's CE Primary Academy
ICT Disposal Policy 2017 -19

This policy should be taken and used as part of St Leonard's CE Primary Academy's overall strategy, and implemented within the context of our vision, instrument of government aims, and values of a Church of England Academy. St Leonard's is a Church of England Primary Academy which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

Procedures

Equipment that has residual value may be sold, either to academy members or outside bodies, subject to the academy's financial guidelines. Where equipment has limited resale value, consideration should be given to whether it can be donated to any charitable or community project. If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally friendly manner.

Importance of Data Removal

An overriding consideration in any move of equipment must be to ensure that any academy data on the machine, and any software licensed to the academy is removed. It is, of course, vital to satisfy the requirements of the Data Protection Act. It must be understood that any academy data that is discovered by a later owner may cause controversy and/or adverse publicity.

Ensuring adequate destruction of data is the responsibility of the academy that owns the equipment, and must not be delegated to any person outside the academy without adequate contractual obligations being imposed.

Means of Disposal

Where machines are given to charities, other schools/academies or sold to a member of staff then the Finance Officer will take charge and ensure that the proper steps are taken.

For equipment that has no further use, the Finance Officer will arrange, approximately once a year, for an authorised contractor to collect scrap from the academy. The contractor will guarantee that all data is destroyed and that equipment will be properly recycled or disposed of. In this case it is not necessary for the academy to take specific action to remove data or software, unless local procedures require it.

Living and Learning Together with God's Help

Appendix 1

Before disposing of any computer system, it is vital to remove all data files.

Deleting the visible file only is not sufficient to achieve this since a new owner could use data recovery software to 'undelete' such files. The disk space previously used by deleted files needs to be overwritten with new, meaningless data – either some fixed pattern (e.g. binary zeros) or random data. Similarly, reformatting the whole hard disk may not in itself prevent the recovery of old data, as it is possible for disks to be 'unformatted'.

The most well known tool for fully wiping old data files is the 'Wipe-Info' module of the Norton Utilities suite for PC and Macintosh systems. This will completely wipe the contents of any specific files or the whole of the free space on that disk. However, this approach still assumes that you have located every file that needs to be taken care of.

A better approach is to reformat the hard disk, installing a clean copy of the original operating system and then run Wipe Info on the free space. This should leave the machine in a suitable state for disposal.

Older versions of Norton Utilities included a utility called 'Wipe Disk' which could fully wipe the entire hard disk on a PC booted-up from a floppy disk. Other utilities of this type are available such as Sanitizer (www.infraworks.com)

Virtually every PC/laptop is bought with a licence for the operating system supplied with it. A machine can therefore be legitimately disposed of with a freshly installed copy of the same system. However, you should not install a later copy of the system software.