

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Technology Purchases</b>	Descriptor Code:	Issued:
		<b>D-233</b>	<b>3/21</b>
		Reviewed:	Revised:
	<b>3/21</b>		

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**PURPOSE**

This policy is to ensure that the procurement of information technology (IT) hardware and software is consistent across the Knox County school district. This is to facilitate the management and accountability for all technology as well as to ensure that due diligence is performed to review privacy and compatibility with existing systems prior to execution of a purchase.

Therefore, all technology purchases shall be reviewed and approved by the Chief Technology Officer (CTO), or the CTO’s designee. This includes both hardware and software purchases using district (state, local and federal funds) or internal school funds. Further, the CTO will implement a process for the centrally controlled procurement of all technology related items whether they are durable or consumable and regardless of the source of funding.

This policy applies to all technology resources and related services owned, used or operated by the Knox County Schools, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: Computers and servers of any form; Software and information systems; Technology services, consulting, and maintenance contracts; Peripheral equipment (e.g. printers, scanners, etc.); Network devices; Television, audiovisual, surveillance and projection equipment; And door locking, alarm, and environmental monitoring equipment.

**HARDWARE**

Hardware technology purchases include but are not limited to desktop and mobile computers, tablets, calculators, digital video and still cameras, interactive boards and panels, projectors and the various accessories and peripheral devices that may be needed to complement the technology hardware.

**SOFTWARE**

Software includes both paid and free software applications, including websites or web-based applications that require staff or student information to function.

**TECHNOLOGY PURCHASE SYSTEM**

The Information Technology (IT) Department will maintain a technology request system to facilitate purchasing approved technology items through the district. The system will adhere to all procurement regulations of Knox County and all procurement and accountability policies of the Board of Education.

If a school or department requires an item not found in the request system, a request can be sent to [trs@knoxschools.org](mailto:trs@knoxschools.org) for review and verification that the item meets both the needs and constraints of the Knox County Schools. Upon verification by the CTO, or the CTO’s designee, the requestor will be

1 notified, and procurement may proceed. Should the request be denied, alternate hardware or software  
2 that may meet the requestor's need may be reviewed or proposed.  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

46 Approved as to Legal Form 2/25/2021  
47 By Knox County Law Department  
48 /Gary T. Dupler/Deputy Law Director  
49