Aberdare Community School
Ysgol Gymunedol Aberdâr

Hardware and Software Procurement Policy

Date Adopted	27th September 2023
Signature of Headteacher	
Signature of Chair of Governors	
Date to be reviewed	September 2025

HARDWARE AND SOFTWARE PROCUREMENT POLICY

Review

This policy has been approved by the Technical Management Team and any amendments to it require the team's approval.

- Last approval: N/A
- Last review: N/A
- Next review: TBA

Overview

The objective of this policy is to ensure that the school meets its legal and contractual obligations, obtains good value for money, and operates effectively and securely in the licensing, purchasing and management of software and hardware.

Software Purchase and Acquisition

School software must be purchased by the ACSCS in accordance with the Schools financial regulations and with the rules and procedures for purchasing and acquiring software.

Hardware Purchase and Acquisition

School software must be purchased by the ACSCS in accordance with the Schools financial regulations and with the rules and procedures for purchasing and acquiring hardware.

Software and Hardware Installations

Software and hardware must only be installed within the school by the ACSCS and only where there are the appropriate licences, and if its use is in accordance with its licensing rules. By default end users are prohibited from installing new hardware or software within the school.

Disposals of software

School software licences must not be given away or sold for use outside the school. All software on school computers which are being disposed of must be securely destroyed or uninstalled. The media and licensing keys for software which is being permanently withdrawn from use must be destroyed.

Departing staff and students

Staff and students who leave the school and who have had school software (and/or data) installed on computers owned by them, must remove all such software and data immediately.

Disposals of Hardware

Hardware disposal must follow the WEEE directive. Also all hard drives and or any device that has school data stored must be disposed of correctly with all certificated disposals file and stored correctly.