



# Cornwall-Lebanon School District



## Hardware Sanitization Guideline

### Purpose

The quality and integrity of Cornwall-Lebanon School District's hardware sanitization policy is the basis for sound decision-making. As a result, the purpose of this policy is to protect the intellectual property of Cornwall-Lebanon School District and the confidentiality of personal information. It defines standards and procedures for the pre-disposal data sanitization of Cornwall-Lebanon School District's hardware.

### Scope

The policy applies to all hardware owned or leased by Cornwall-Lebanon School District and capable of storing Cornwall-Lebanon School District's intellectual property or information related to the privacy of Cornwall-Lebanon School District's employees, clients, or suppliers.

- Portable and notebook computers running Windows, UNIX, Linux, or Mac OS operating systems.
- Workstations running Windows, UNIX, Linux, or Mac OS operating systems.

The following devices and storage media are not specifically addressed by the terms of this policy, but must be sanitized accordingly:

- Servers should be backed up and sanitized in accordance with vendor recommendations. If the vendor has not provided recommendations, servers can be sanitized as workstations.
- Mobile devices, such as PDAs and smart phones, must be destroyed by crushing, incineration, shredding, or melting prior to disposal.
- Removable storage media such as flash memory devices, floppy disks, optical CD and DVD media, tape, and other long-term storage media must be destroyed by incineration, shredding, or melting prior to disposal.

### Policy Statements

Consult with the IT department prior to disposing of any computer equipment. They will provide an approved sanitization tool and assistance in properly sanitizing the hardware. The technology coordinator or their designee must sign a certification that the equipment has been properly sanitized before it can be surplussed, transferred, or donated.