MADISON COUNTY SCHOOLS
COMPUTER PURCHASE POLICY
Approved by the Madison County Board of Education, July 20, 2006

It is important to understand the many facets that comprise a complete technology system. In other words, it is more than just buying a computer. While computers have become a commodity that you can purchase from department or electronics stores, there are service, support, and networking issues to consider.

Technical support and compatibility with existing networks and approved software applications are key factors that must be considered when selecting computers. The total cost of ownership includes compatibility with software and hardware configurations, availability of technical staff to provide support, network connectivity, repair and maintenance, and replacement parts.

Computers for Madison County Schools will be selected based on:
· Madison County Schools' experience with the quality and durability of the products;
· Availability of certified support staff for telephone technical support;
· Compatibility of hardware to Madison County Schools' existing networks and infrastructure;
· The need to limit the number of different vendors and hardware types (more hardware vendor's result in higher support costs).
· The manufacturer's system assembly and manufacturing process is ISO 9002 certified, and the systems are FCC Class A and Class B certified.
· The manufacturers are classified by the Gartner Group as a Regional-Business, Education and Government Tier vendor.

To provide schools with overall support:

1. All computer hardware will be purchased from a list of approved configurations that was established from either a local contract or a legal joint purchasing agreement. The Technology Coordinator will review these configurations annually and make appropriate changes based on the current needs of the system. Any exceptions to the established configurations must be approved by the Technology Coordinator

2. Computers must be purchased with at least a three-year parts and on-site labor warranty, and the manufacturer must have a program allowing Madison County Schools' technicians to provide warranty repairs on the hardware

3. Madison County Schools personnel should use the steps below as a guide for computer purchasing:

    A) Planning
    1) Consider the instructional purpose and how computers will support your need.
    2) Determine the software needed to support the instructional program.
    3) Determine placement of the computers in your site.
    4) Determine other equipment needs, such as printers, projectors, etc.
    5) Determine data cabling needs
    6) Determine electrical needs

    B) Ordering
    1) Refer to the approved list of computer configurations for equipment recommendation and cost estimate
    2) Complete a purchase requisition and send it to the appropriate purchasing entity (local school or Madison County Schools Purchasing Department.
    3) If the purchase requisition contains non-standard configurations, the purchasing entity will send the order to the Technology Coordinator for approval before issuing a purchase order.
    4) After a purchase order has been issued, a copy will be sent to the Computer Services Department to add to the list of anticipated installations.