



## **SECTION V: Business and Technology POLICY 5110**

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### **Disposal of Surplus School Property**

Certain equipment, furniture, and other personal property owned by Insight School of Oklahoma, Inc. (the “School”) may be declared surplus by the School’s Board of Education (the “Board”) and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The School has an obligation to ensure that all school information has been deleted from surplus computers’ files and hardware. A data wipe shall use, at a minimum, NIST 800-88 standards or better. The Board shall require certificates of data destruction from any 3rd party company, whether the data wipe be performed on-site or performed remotely, prior to its sale or disposal.

As the Oklahoma Constitution clearly prohibits gifts with public funds, the School must receive reasonable compensation in exchange for any surplus personal property unless it is determined by the Executive Director to have no value. School Board members and relatives of Board members within the second degree are prohibited from purchasing property from the School.

**REFERENCE: 70 O.S. §5-117(A)(11), Oklahoma Constitution, Article 10, Section 15**