

District Technology Donation Guidelines

**Do you have an item to donate that meets the requirements listed below?
Contact your local school or the District Office at 525-7556.**

We appreciate your willingness to help your local schools and want to provide you with information to help you determine if your equipment can be of use. When new equipment is purchased we follow standard purchasing procedures. The current District standard is HP or Apple computers and HP laser printers. This equipment is maintained, supported and repaired by District personnel. Standardization allows us to reduce costs related to staff time required for equipment repair and support.

Equipment Donations

Computers

Donated computers must meet or exceed the following standards in order to run the software that is currently being used in our schools:

Apple:

- Intel processor
- Capable of running OS 10.5
- 1 GB RAM
- 10T Ethernet connectivity
- 80 GB hard drive
- 15" color monitor for laptop, 17" color monitor for desktop

Windows PC:

- PIV processor
- 2.8 Ghz
- Capable of running Windows XP
- 1 GB RAM
- 10T Ethernet connectivity
- 80 GB hard drive
- 15" color monitor for laptop, 17" color monitor for desktop
- For information about how to legally donate the computer operating system refer to [Fresh Start for Donated Computers](http://www.microsoft.com/education/freshstart). (<http://www.microsoft.com/education/freshstart>)
- Computers donated without Windows XP must be certified to satisfy Windows XP or newer Hardware Compatibility Standards.

Printers

- HP Laser printers that are Ethernet ready

- Donations that do not meet these minimum standards will not be accepted, unless the school/department agrees to cover the costs of upgrading the equipment prior to accepting the donation.
- Schools/Departments are responsible for purchasing software, and any additional costs for power, network, or facility needed to accommodate the new equipment.
- The District maintains the right to determine the cost effectiveness of maintaining and repairing donated equipment.

Software Donations

- Include the license(s) for operation and media shipped by the publisher.
- The software cannot be a version where the donor has paid for an upgrade, and wishes to donate the old version. This would be a violation of copyright agreement with the publisher.
- The software must be applicable to district curriculum.

Donor Name: _____

Description of Donation(s): _____

Date: _____

Planned Use: _____

Estimate of Value: _____

Administrator's Signature: _____

Technology Staff Signature: _____

*No goods/services were exchanged with this donation.