

## Information Technology Equipment and Software Donations

All Equipment and Software donations will conform to *ASD Board Policy 833 Gift and Donations* in addition to the following guidelines.

The District maintains/repairs Apple Corporation and Dell Corporation products that meet the District's standards for donated equipment. The **Apple standard** is: G5, G4, Intel or better models running OS 10.2 or above, with 512 MB of memory, 10/100T Ethernet connectivity, 15" LCD color monitor, 10GB hard drive. The **Dell standard** is: Pentium IV or better running Windows XP or better, with 512 MB of memory, 10/100T Ethernet connectivity, 15" LCD color monitor, 10GB hard drive. Please read *Fresh Start for Donated Computers* (<http://www.microsoft.com/education/?ID=FreshStart>) for information about how to legally donate the computer operating system.

**NOTE:** If a PC computer is donated without Windows XP, the machine must be Dell certified to satisfy Windows XP Hardware Compatibility Standards.

The District also maintains/repairs printers that meet current district purchasing standard. That standard is: Lexmark laser printers that are Ethernet ready.

Hardware donations are restricted to the Apple, Dell, and Lexmark devices listed above. Donations that do not meet these minimum standards will not be accepted. Schools/Departments will be responsible for purchasing software, and any additional costs for power, network, or facility needed to accommodate the new equipment.

### Donation of computer and/or printer equipment:

1. The equipment must be configured to meet the District's current minimum standard as stated above. If the donation fails to meet the standard, the school/department must agree to cover the costs of upgrading the equipment before accepting the donation.
2. The donation will need to be assessed by the district A/V Repair Shop. It must be in good, working condition and have all the parts to comprise a complete system.
3. Donated printers will not be used as 'queued' printers due to the difficulty of matching printer drivers with our IFAS SMS systems.

### Donation of software:

1. Donations need to include the license(s) for operation, media shipped by the publisher, and documentation.
2. 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.
3. The software must meet district standards for curriculum and/or must be on the recommended list of district software.

### Donations made at the District level:

1. Donations must meet all of the above specified donation criteria.
2. Requests to donate will go to the A/V Repair Foreman, 742-6004.
3. The A/V shop will send a message to all schools outlining the specifics of the accepted donation.
4. The interested school will then make direct contact with the donor to make all arrangements.

### Procedures once donation is received:

1. Equipment must pass a hardware inspection by the District's A/V Repair Section.
2. Once the equipment is received, the school will notify the Purchasing Warehouse, the item will be added to the school's inventory and a district inventory tag will be generated. School staff will affix the inventory tag.