

## Donation Standards

Donated technology equipment may serve as a valuable addition to a school's technology infrastructure, but please keep in mind that there is a "hidden cost" in accepting donated computers. This includes increased time for service, cost of spare parts and other factors.

Such donations may serve as an unfortunate drain on school and district staff and fiscal resources if they do not meet minimum standards or if they are not in good condition.

"Donated equipment" refers to equipment previously used by individuals or corporations. It does not refer to nonstandard equipment purchased new for the purpose of donating to a school.

**All NEW equipment must meet district purchasing standards.**

**To ensure that schools can benefit from donated equipment it is important for all school sites and donors to follow the guidelines below.\***

**Please note** that there can be no expectation that donated equipment will be able to be repaired if it becomes inoperable.

### Minimum Standards\*

#### Windows PC Computers

- No more than 3 years old, in complete working order
- Pentium Dual Core
- 1 GB RAM
- 80 GB hard drive
- CD/DVD Drive
- 10/100 network card
- Windows XP Pro or Vista Business Edition

#### Apple Computers

- No more than 3 years old, in complete working order
- Intel Dual Core
- 1 GB RAM
- 80 GB hard drive
- Super drive
- 10/100 network card
- OS10.4

#### Servers

- No server shall be accepted without first consulting with IT

#### Monitors

- 17"+ flat screen monitors ONLY

#### Software

- Fully licensed
- Documentation where needed, including installation code
- Certificates of authenticity where applicable

#### Laser Printers

- No more than 3 years old, in complete working order

#### Inkjet Printers

- No donations of **used** inkjet printers will be accepted
- Not recommended for Office use

\* **Please note:** These guidelines are meant to be firm to protect schools from accepting donations that may not be helpful to them. In some rare cases, it may be possible to accept donations that deviate slightly from the guidelines. This may be done only if: 1.) there is a compelling reason to do so, and 2.) a school receives **advance** permission from IT.