

# Penn Valley Union Elementary School District Department of Technology

## Technology Donation Guidelines and Forms

### I. SCOPE

Principals, Building Technology Aides/Media Specialists, Department of Technology

### II. BACKGROUND/PURPOSE:

Penn Valley Union Elementary School District (PVUESD) appreciates offers to donate technology. (Technology may include, but is not limited to, computers, TVs, recorders, phones, printers, software, etc.) The following guidelines apply to acceptance of donated equipment.

### III. GUIDELINES:

1. Accept only equipment that is supported by PVUESD, as defined in the current District Technology Plan. Equipment that is fully supported can be serviced and repaired by the district. If the equipment is fully supported by PVUESD and is in good working order when received, then the district will maintain the equipment just as if the district has originally purchased it.

Comment: Costs for repairing a piece of equipment that the district cannot service may be substantial. Replacement of a computer motherboard or hard disk drive, for example, could cost more than the actual value of the equipment itself. In some cases, donated equipment can be viewed as "disposable," with the intent to use it until it ceases to function, and then dispose of it. In such cases, it is good practice to make the donor aware of the intent and to ask the donor if they have any conditions or requirements as to how equipment disposal should be handled.

2. Equipment will not violate the principle of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Comment: The district has a state mandated Technology Plan which dictates what we plan to spend funds on for three (3) years. PVUESD realizes that some things may not have been included in this plan that would be desirable to have. However, this plan also binds us to not allow there to be great inequity between similar schools or even between similar grades within a school.

3. Donated network equipment should not be connected to the district network without specific permission and direction from district network support technician. Donated computers should only be connected to a network after review and approval by district technician.

**Comment:** Networks are complex systems that require careful design and maintenance. The district strives to install networks that will be reliable and stable. A piece of networking equipment that is malfunctioning or improperly installed can destroy the integrity of the entire network and cause a network failure that impacts many students, staff and services. Under no conditions should anyone connect a hub, switch, router, or other device that affects the topography of a network without direct permission and direction from district network support technician. Donated equipment may contain network cards that are incompatible with district systems. Always check with the IT technician before attempting to make an untested device connect to the network. Failure to do this may cause failure of your building network or even the entire district network. IT technicians are instructed to remove and/or confiscate unauthorized devices connected to any district network.

4. By accepting donated equipment, the school assumes all initial costs associated with the equipment. This includes, but is not limited to, all licenses or additional equipment necessary to implement the donated equipment.

**Comment:** PVUESD has a dollar amount as to what it costs to install our software onto each computer. The school will have to find these funds before any member of Technology will install our software onto a computer or connect it to our network.

5. If the donor requires a receipt for their donation, provide them with a copy of the donation form or contact the District Administrative Assistant for a letter listing the make, model, and serial number of donated items. It is the responsibility of the donor, not PVUESD, to determine the value of donated items.

**Comment:** While the Department of Technology may be able to suggest a value for a piece of equipment, we are by no means appraisers and therefore cannot determine the exact value of any equipment, nor do we want to be held responsible for determining the value of donated equipment.

6. Items offered for donation at the district level will be reviewed by IT technicians for acceptance. A donor may ask for a specific school or classroom to receive the donated items. However, PVUESD makes no guarantee that they will receive it. If undesignated, the Department of Technology will determine appropriate distribution by an assessment of need, or by soliciting proposals for usage of the equipment and selecting the recipient(s) on the merit of their proposal(s).

**Comment:** While there are few cases where the district could go against the will of someone donating equipment, there are cases in which this might be necessary. As stated above, donations cannot cause great inequity between schools or grade levels. While donors might see a particular need in a particular classroom, the Department of Technology is better able to see the entire district picture and the best use of the donated equipment.

7. The Department of Technology reserves the right to not accept any piece(s) of equipment. The Department of Technology will answer questions about the advisability of accepting donations.

## **DONATION OF SOFTWARE**

Donations need to include the license(s) for operation, media shipped by the publisher, and documentation. It cannot be a version of software 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 meet district standards for curriculum and/or must be on the approved list of district software.

### **IV. PROCEDURE**

<b>Responsible person</b>	<b>Action/Task</b>
Donor or receiver	Complete donation form
Department of Technology Representative	Approve donation form
Superintendent and/or Site Administrator	Evaluate donated equipment

**Reviewed by District Technology Committee: November 30, 2011**

**Approved by District Governing Board: July 8, 2014**

**Penn Valley Union Elementary School District  
Department of Technology**

**Technology Donation Form**

\_\_\_\_\_  
Potential Donor's Name (Please Print Full Name of Donor(s)) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
E-mail Address

Please specify in the space below the donated equipment parameters:

<b>Specs</b>	
Serial Number	
Processor	
Memory/RAM	
Hard Drive	
CD Rom	
Other	

This can be used for printers, computers, laptops and other technology equipment. Please use one form for each piece of equipment.

**FOR DISTRICT USE ONLY**

I have reviewed the gift proposal according to the criteria set forth in board policy and recommend:

\_\_\_\_\_ Acceptance of Donation

\_\_\_\_\_ Denial of Donation based on Criteria #(s)

1  2  3  4  5  6  7

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Copy sent to Department of Technology

Thank-you letter