

# Conejo Valley Unified School District Technology Donation Guidelines Beginning July 1, 2015

## OVERVIEW

Conejo Valley Unified School District (CVUSD) continually seeks to broaden the technology resources available to students and teachers. CVUSD is grateful for the generosity of those individuals and corporations who wish to donate technology resources. Occasionally, however, a donor wishes to donate equipment that is too old for instructional use or is not in good working order. They believe, in good faith, that the district can put the equipment to good use. Unfortunately, the costs, in materials and staff time, for bringing older equipment up to current standards, or repairing the equipment can exceed the costs of purchasing new equipment. In such cases, the district is then left with disposal and recycling costs. For this reason, CVUSD will respectfully decline to accept equipment that does not meet baseline specifications, or is not in good working order. CVUSD Technology Services (TS) will be able to assist school personnel in determining whether a potential donation meets these standards.

The CVUSD Technology Services Department must ensure:

- The donated computers are like model types for imaging and installation at school sites. To determine whether, or not, a donated computer meets our instructional needs and hardware standards, the following questions must be addressed with an affirmative answer:
- Is the donated computer compatible with existing hardware?
- Is the donated computer compatible with the existing network?
- Will the donated computer run our instructional software programs?
- Are replacement parts available and affordable?
- Is our technology department able to support the donated computer?
- Is the cost of refurbishing the computer in the school budget?
- Does the donated computer complement the *CVUSD Educational Technology Plan*?
- Will students and teachers be able to effectively use the donated computer for teaching and learning?

This is the approved guide outlining the process for acquiring donated computers. Schools are required to follow this guide in order to receive support for installation and repair.

## **GUIDELINES**

A corporation or individual wishing to donate computers should contact the Director, Technology Services at (805) 557-8435 Ext. 602.

- If the donation is specifically targeted to a particular school, CVUSD will work to accommodate this request. However, the school will be responsible to provide funding for costs including the standard load of instructional software, system installation, additional hardware and infrastructure upgrades. If the school and or district does not have funds, the donation project may not continue.
- The business or individual wishing to donate will be requested to prepare a list of the computers they wish to donate, listing specifications, model and serial numbers of each computer.
- CVUSD will accept only Dell, HP, IBM and Apple computers for donations. Donated computers must be *business/enterprise* models; not *home* models.
- All donations should have the original O/S license sticker on the side of the computer.
- The following should be included with the donation of a computer:
  - End-User License Agreement
  - Certificate(s) of Authenticity

## **COMPUTER DONATIONS MINIMUM HARDWARE STANDARDS**

### **PC (Dell, HP and IBM) Enterprise Models**

Intel i3 or AMD equivalent processor  
Memory 4 GB  
Hard Drive 160 GB  
Input USB Mouse, Keyboard  
Network Ethernet Adapter 10/100 Mb  
Monitor LCD 19" or larger\*  
O/S Windows 7 or later with Certificate of Authenticity

Macintosh/Apple  
Processor Intel i3  
Memory 4 GB  
Hard Drive 160 GB  
Network Ethernet Adapter 10/100 Mb  
Monitor LCD 19" or larger \*  
O/S 10.7

\* *CRT's are not accepted*