



Greenfield Public Schools
141 Davis Street
Greenfield, MA 01301
Tel: 413.772.1322
Fax: 413.774.7940

Carol S. Holzberg, PhD
District Technology Coordinator
carhol1@gpsk12.org

Computer Equipment Donation Guidelines

Greenfield Public Schools accepts donated computer equipment for educational use. Our schools benefit greatly from the generosity of community members and business partners who make technology available to our students, teachers and staff. The District sincerely appreciates all donation offers, but unfortunately, cannot use older equipment.

Acceptance of donated technology carries with it the obligation of district tech support. To ensure that donated computers and related equipment can be properly maintained by our Technology Department, we have developed a set of minimum donation guidelines. Adhering to these guidelines helps us preserve equipment consistency across the district and safeguards the networks that serve the needs of Greenfield students, teachers, and staff

The guidelines enumerated below are intended to advise potential donors, provide a rationale for acceptance or non-acceptance of donated equipment, and establish a procedure for donating computers.

Hardware Minimum Standards:

A) Windows Computers

Windows 7 computer running Windows 7 Pro, 2 GB of memory, 100BASE-T Ethernet connectivity, 100 GB hard drive, CD drive (DVD drive preferred), 17" or larger LCD color monitor, keyboard, USB ports, and mouse. The computer must come with licensed copy of the Windows 7 Pro Operating System.

B) Macintosh Computers

Macintosh computer with Intel processor running OS X 10.7 or later. 2 GB RAM; 100Base-T Ethernet 100 GB hard drive, CD drive (DVD drive preferred), 17" color monitor, keyboard, USB ports, and mouse. The computer must come with a licensed copy of the Macintosh OS X 10.7 (Lion) or later Operating System.

C) Scanners that can be connected with a USB cable

D) Laser printers with an Ethernet port for network connection.

All donated computer equipment must be in good, working condition, less than 4 years old and have all the parts to comprise a complete system. Please remove all personal files and copyrighted software not intended for donation from hard drives.

We do not accept inkjet printers or CRT monitors.

All donations must be approved by and delivered to the Technology Office for configuration and standard software installation, unless otherwise specified by the District Technology Coordinator.

Donations that do not meet these standards cannot be accepted since the technology support staff cannot maintain them.

Software Donations:

- Donations must include the software license, media shipped by the publisher, and documentation.
- The district cannot accept "upgrade" versions of software. We require a full licensed product for software installation.

Once a donation is received:

- Equipment must pass a hardware inspection by the district's Technology Department.
- Equipment/Software valued at more than \$1,000.00 must be accepted by the School Committee.
- Once accepted, Greenfield Public Schools will send an acknowledgement and thank you through the Superintendent's Office.

If you wish to donate computer equipment, please contact Carol S. Holzberg, PhD (carhol1@gpsk12.org), District Technology Coordinator, 413.772.1322.

Source Documents:

- Department of Educational Technology and Information Systems, **District Computer Donation Acceptance Policy**, Folsom Cordova Unified School District (<http://www.fcusd.org/etisweb/sitemgr/PDFs/donation1202.pdf>).
- Lake Washington School District No. 414, **Computer Equipment Donation Guidelines** (<http://www.lwsd.org/for-community/pages/computer-equipment-donations.aspx>).
- Mohave County Library (10/16/96) **Donation of Computer Equipment Guidelines**, (<http://mohavecountylibrary.info/compdonationpol.htm>).
- North Attleborough Technology Department (October 23, 2008), **Computer Donation Policy** <http://www.naschools.net/techdept/Donations/Donations.htm>.
- Technology Office (Sept. 2004), **Technology Donations and Minimum Standards**, Menlo Park City School District <http://www.mpcsd.k12.ca.us/pdf/technology/techdonations.pdf>

*Carol S. Holzberg, PhD
District Technology Coordinator
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