

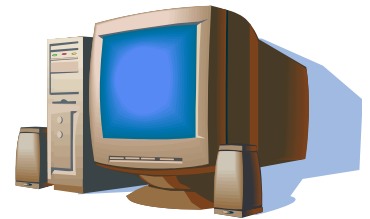
QUICK REFERENCE CARD—DONATIONS

Technology Services provides this *Quick Reference Card* to schools reviewing donations.

The Richland School District values donations, but also recognizes that maintaining, upgrading, and disposing of outdated technology is expensive. Industry standards recommend that computers be no more than 3 years old and basing that decision on the fact that as technology ages, the failure rate of components increases and replacement parts become more difficult and expensive to locate.

Computers (minimum donation requirements):

Pentium IV or AMD processor or better
2.4 GHz processor speed for desktops; 2 GHz for laptops
Minimum Operating System: Windows XP Pro*
1 GB of RAM*
40 GB hard drive (Windows XP Pro) or more *
10/100 Ethernet network connectivity
CD Rom DVD drive and/or
LCD monitor in good condition (lesser monitors not accepted)



Donations must be approved before they are accepted

Starred items () indicate that donations with lesser operating system, memory, or hard drive capacity may be accepted if the building or department involved agrees in advance to purchase upgrades which will bring the equipment up to the minimum standard.*

Some proprietary brands may not be accepted. The Department of Information Technology will determine whether a particular brand or model is acceptable. **All donated equipment must be delivered to the Information Technology Department Stevens Center facility for inspection and appropriate upgrades before being delivered to a building or department.** As part of the inspection and upgrade process donated equipment will be entered into district inventory and tagged. Any equipment not inspected or accepted by the District will not be allowed on district networks.

Schools or departments receiving donations are responsible for the following (as needed):

- ▲ Additional power requirements
- ▲ Furniture or facility improvements
- ▲ Hardware repairs and upgrades
- ▲ Recycling fees if technology is deemed unusable

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Software:

Donated software must include the license(s) needed for operation, media as shipped by the publisher, and documentation. Upgraded operating systems or office productivity software cannot be accepted. Upgrades cannot be transferred as that is a violation of the publisher's copyright policy.

Software donations must meet Richland School District curricular standards and/or must be on the list of District supported software and be in shrink wrapped packages.

Printers:

The Richland School District has standardized HP and Dell LaserJet printers. Only laser printers will be accepted and only upon inspection. Printers must be in good working condition with a useable toner cartridge and network ready.

Used inkjet printers will not be accepted

Other Processes:

Schools and Departments are not approved to accept donations without IT Department reviewing the donation. Administrators or other staff approached by community or business people interested in making donations should refer those individuals to the standards posted on the District website and this Quick Reference Card. Technology which is delivered for inspection but which does not meet minimum requirements will be returned to the prospective donor.

New technology donations by PTA/PTO or other groups must meet current standards for technology and be approved and/or purchased by the Executive Director of Information Technology. Failure to follow this process risks acceptance of technology.

Donations valued up to \$5000 may be accepted by the Superintendent upon the recommendation of IT Department staff. Donations valued at more than \$1000 must be approved by the school board. Arrangement for formal acceptance will be made by the Executive Director of Information Technology. This process does include a formal letter of acceptance and thanks to the donor. Schools or Departments receiving donated equipment are also encouraged to recognize the donor with a letter of thanks.

Contact info:

Richland School District
Department of Information Technology
701 Stevens Drive
Richland, WA 99352

509-967-6110 Main
509-967-6125 Help Desk
helpdesk@rsd.edu
<http://www.rsd.edu>