

DEW I.S.D COMPUTER DONATION POLICY

PHILOSOPHY

It is the philosophy of Dew I.S.D. that computer needs for students and staff will be met by the district. However, individuals or corporations who wish to donate excess or replacement computers and peripherals to the district are welcome to do so.

ACCEPTABLE DONATIONS

Donations of computer equipment and peripherals by individuals or corporations will be accepted for district classroom and/or administrative use, providing they meet the following requirements:

- The computer is at least a 486 or better in processor speed and is in working condition.
- All donated equipment must be inspected, cleaned, checked for viruses, and added to the district inventor by the district technology staff before placement on campus.

PLACEMENT OF DONATIONS

- Donated computers and peripherals will be placed according to a set list of needs and specifications, as follows:
- Computers that are Pentium in processor speed will be used with students and staff based on a current needs assessment.
- Computers for students and teachers will take priority over computers for administrative staff.
- Final say as to placement of the donated equipment rests with the Technology Coordinator and Superintendent.

DONATION FOLLOW-UP

Donated computers and peripherals will be acknowledged to the contributing individual or corporations with a thank-you letter. The Technology Director will send this letter.