Union County Public Schools
Technology Services
721 Brewer Drive
Monroe, NC 28112
TECHNOLOGY DONATION GUIDELINES

HARDWARE DONATIONS

Union County Public Schools is appreciative of the generous community members and businesses for their interest in donating computer equipment for use by schools. This spirit of generosity reflects the community support that is so critical to the district. To make sure these generous donations can be properly supported and maintained for the use of our students, however, the district staff has developed a set of standards for donated equipment.

Hardware donations are restricted to devices that meet current district standards. Donations that do not meet these standards cannot be accepted since the technology support staff cannot maintain them. The school that receives the donation is responsible for the cost of all additional power, network, or facilities needed to accommodate the new equipment. Here are some important questions we always consider:

- Will the computer run the software we currently use?
- What is the cost of integrating the hardware into the district's network?
- Will additional training for teachers and students be required?
- Will the donation be scalable, supported, and directly support instruction?

The current specifications needed before consideration of acceptance of a computer for the Union County Public Schools:

Computer equipment donation to a school:

- **We only accept donated funds to purchase computer equipment based on current district standard models.**
- Donation offers should be directed to the Chief Technology Officer or designee.

Monitor donation to a school:

- We accept donated funds to purchase equipment based on district standards or flat panel monitors that are Energy Star compliant, have a minimum screen size of 19" and use a VGA or DVI connector.
- The district technology support staff must assess the donation of a monitor.
- It must be in good, working condition and have all the parts to comprise a complete system (including appropriate cables).

Other peripheral donation to a school:

Due to the many peripherals available, donations will be handled on a case by case basis. Here are a few guidelines:

- We accept donated funds to purchase equipment based on district standards
- The district technology support staff must assess the donation of peripheral equipment
- It must be in good, working condition and have all the parts to comprise a complete system

SOFTWARE DONATIONS

If the operating system or any other software is being donated to the District, the original owner needs to transfer the license rights to the operating system and any other software being donated. They may do so as specified in the End-User License Agreement (received at the time of purchase) as part of a permanent transfer of the computers.

Software donation to a school:

- Donations must include the license(s) for operation, media shipped by the publisher and documentation.
- The district cannot accept an older version of software for which the donor has paid for an upgrade. The older version is still part of the software license and giving it away 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.
- Donated software must include licensing for all computers at a school.

Once a donation is received:

- Equipment must pass a hardware inspection by the district's Computer Repair department.
- Equipment / software exceeding $1,000 in value must be accepted by the school board.
- Once the equipment is received, the school will notify the Inventory Department (Business Services), where the item will be added to the school's inventory and a district inventory tag will be generated. School staff will affix the inventory tag.

UCPS Inventory staff will notify the Superintendent's Office of any accepted donations and provide a taxable receipt for your records.
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HOW TO DONATE

Potential donations to the District should be brought to the attention of the Chief Technology Officer (James.Parker@ucps.k12.nc.us). This office will determine whether the equipment meets the UCPS technical standards. If a donation is intended for a particular building or particular classroom a note should include this information, although, the District still maintains the authority to redeploy the equipment at any time to other locations as needed.

Once the donation is accepted the equipment becomes the property of the Union County Public Schools.