

Board Policy Document

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**EDUCATIONAL PROGRAM**

***Series 600***

**Policy Title: Donations of New or Used Computer Hardware**

**Code Number: 664**

All donated hardware must be approved by the Technology Department prior to acceptance.

Process:

1. The donator will complete a “Technology Donation Request Form” located on the District website: [www.siouxcityschools.org](http://www.siouxcityschools.org).
2. The donator will contact the District technology office (279-6803) to arrange an appointment for the Technology Department to inspect the possible donation.
3. The “Technology Donation Request Form” must be taken to the District technology office at 1306 Pierce Street at the appointed time.
4. Upon inspection by Technology Department personnel, approval will either be granted or denied. If the equipment is not approved for donation, it must be removed from the school District premises by the owner.
5. Technology donations will not be accepted at school buildings. Only donations that follow the above process will be accepted by the District.

First Adoption: December 15, 1998  
Revision Adoption: September 26, 2000/February 27, 2006  
Legal Reference: