

Board Policy Document

## EDUCATIONAL PROGRAM

### Series 600

**Policy Title:** Computer Hardware Donation  
**Code Number:** AR664

### Technology Donation Request Form

<b>Donator Information:</b> Name: _____ Address: _____ City, St. Zip: _____ Contact Name: _____ Phone: _____ Type of donation (computer, printer, projector, etc.): _____ Donation intended for use at: _____	<b>Specifications of Donations</b> 1. Date donated: _____ 2. Brand name _____ <b>If this is a Computer donation:</b> 1. Hard drive size _____ 2. Amount of memory _____ 3. Circle Yes or No on the following questions. <b>CD ROM</b> Yes No <b>3 ½ floppy drive</b> Yes No <b>Network Card</b> Yes No <b>Monitor</b> Yes No <b>Keyboard &amp; Mouse</b> Yes No **If multiple and different computers are being donated please contact Tech. Office at 279-6803. Special Arrangements may be made for large quantity donations.
<b>Office use only:</b> <u>Condition of equipment Donated:</u> (Circle one) Damaged (broken pieces, not functioning) Fair (scratched or dented, but functional) Good (Discolored, Functioning) Excellent (Barely used, no scratches, works well) Approved _____ Denied _____	

First Adoption: February 27, 2006  
Revision Adoption:  
Legal Reference:

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**Minimum Specs for acceptable computer donation:**

Processor: Pentium III, 500 MHz

Storage: 20 Gigabyte

Memory: 512 Megabyte

**Donation of Hardware**

I have made a donation of \_\_\_\_\_  
to \_\_\_\_\_. I understand that the donated hardware  
is now the property of the Sioux City Community Schools.

**Signature:**

\_\_\_\_\_

After signing this form, please deliver equipment with this **signed** form to 1306 Pierce Street (District Tech. Office) for approval.

**Directions for Donation of Computers or other technologies to the Sioux City Community School District:**

1. Fill out the following form, acknowledging the minimum requirements for computer donations. Due to the high cost of disposing of obsolete equipment, we cannot take older, out of date computers/printers/monitors.
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 and the equipment must be taken to the District Technology Office at 1306 Pierce Street at the appointed time.

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4. Upon inspection by Technology Department personnel, approval will be either 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 Sioux City Community School District.