

## **Use of Donated and Personal Equipment**

Like most school districts, Glenwood Community School District receives constant requests from individuals and businesses who wish to donate used technology, including computers, monitors, printers, etc.

Though sincerely appreciated for the intent, we recognize that acceptance of this equipment brings forth an obligation for the district to be able to repair and/or maintain it. If accepted by schools, teachers and students quickly become dependent on these devices, and the district then inherits an obligation to keep such equipment running, even if the time and costs of doing so far exceeds the value of the donation.

As have most businesses, in the past few years, we have put a large amount of time and energy in standardizing district technology. This is necessary to enable us to provide support as the numbers of computers we acquire outpaces our staffing resources. Acceptance of non-standard, donated equipment substantially dilutes our ability to provide timely, effective service.

For this reason, policy guidelines are needed to establish a procedure that will benefit both the schools and our community. The guidelines are as follows:

- The technology team will approve all technology donations.
- All equipment accepted by GCSD should be in operational order and must be usable at the site.
- The equipment must meet minimum standards established by the technology team.
- Donors must provide software licenses for any donated software, including the operating system software.
- Donated network equipment should not be connected to the district network without specific permission and direction from district network support technicians. Networks are complex systems and the District strives to maintain a reliable and stable network. A piece of networking equipment that is malfunctioning, improperly installed, or not configured for our network can destroy the integrity of the entire network and cause a network failure that impacts many students, staff and services.