



Mt. Diablo Unified School District

Computer Donation Policy

Receiving donated computers, including those acquired through DonorsChoose.org, presents challenges that should be carefully examined before requesting or receiving such a donation. Donated technology equipment may serve as a valuable addition to a school's technology infrastructure, but please keep in mind that there is a "hidden cost" in accepting donated computers. This includes increased time for service, cost of spare parts and other factors.

Such donations may serve as an unfortunate drain on school and district staff and fiscal resources if they do not meet minimum standards or if they are not in good condition. To ensure that schools can benefit from donated equipment, it is important for all school sites and donors to follow the guidelines below. Please note that this memo covers donated computers only. All computers, purchased with district funds, must be purchased through the MDUSD Purchasing Assistance Website (1).

New Computer Donations

When new computers are donated to MDUSD schools, they must match district standards for new computers. This means that the computer is listed on our website (1).

If the donated computer is the same as one on the website, but it does not have professional licenses for Windows or Microsoft Office, they must be purchased (2).

Donated computers, meeting the requirements above, should provide the best overall experience for everyone involved. These guidelines are meant to be firm in order to protect schools from accepting donations that may not be helpful to them. If a potential donation does not meet the above

requirements, please read the next section. **For reference, chromebooks, versus many other computers, take substantially less time to set up when received as a donation.**

Non-standard & Older Computer Donations

Non-standard and older computers are much more expensive to configure, maintain and troubleshoot. It is not a good use of MDUSD resources to accept something that seems “free”, but actually costs quite a bit in extra time and money throughout its lifespan. These donations often require significantly more staff resources to support and MDUSD provides limited support for them. In order for the district to provide any support for the computers, they must receive **advance** permission from TIS, and meet MDUSD computer standards for donated computers (3).

Donated computers normally do not have valid licenses for Windows Professional or Microsoft Office Professional. Additional licenses must be purchased to be in software compliance (2).

Please note that even with limited support, it may take much longer for TIS to set up non-standard and older computers, as well as to troubleshoot them.

iPads

Please note that due to Apple registration workflows, it generally takes four times longer to configure a donated iPad versus a school/district owned iPad. When feasible, the preference is to have the funds donated so the school can purchase the iPads on its own, versus receiving them as a donation.

Warranty/Support

Donated computers often come with little or no warranty coverage.

There can be no expectation that donated equipment will be able to be repaired if it becomes inoperable. When donated items are initially received, any paperwork, including warranty information and/or receipts should be copied and given to the person responsible for inventory at the site.

In summary, for a good level of service, computers should meet the donation standards. If an exception is absolutely necessary, correct licensing will need to be purchased. TIS must be contacted prior to approval. If you have any questions regarding this policy, please contact Joshua Wittman, Director of Technology Support at wittmanj@mdusd.org.

Jose Espinoza
Assistant Superintendent of Elementary Schools

Jonathan Eagan
Assistant Superintendent of Middle Schools

Christopher Holleran
Assistant Superintendent of High Schools

References:

1.) MDUSD Technology Purchasing Standards
<http://www.mdusd.org/tispurchasing>

2.) Required Software, Software Purchasing Website
If the donated computer ships with a consumer edition of the Windows operating system, Windows Home, Starter and Basic, it can be upgraded to the Professional version of Windows for \$52. A full version of Microsoft Office is \$54. Purchasing information for both licenses can be found on the Microsoft Software document location here:
<http://www.mdusd.org/tispurchasing>

3.) MDUSD Donation Standards