

Digital Transformation Donation Guidelines

Here are a few notes that will make the donation process as simple and easy as possible.

- All technology donations, excluding monetary, should come to the Digital Transformation office at CAB-N, 15675 Ambaum Blvd SW, Burien.
- If you are contacted about taking/receiving a technology donation, we recommend you refer them directly to the Digital Transformation office. They can be contacted by phone **(206)631-3330**.
- Donors may choose to remain anonymous.
- Donors may select a specific school or teacher to give the donation to.

The Department of Digital Transformation will determine whether a particular brand or model is acceptable. **All donated equipment must be delivered to the Digital Transformation CAB-N facility for inspection and appropriate upgrades before being delivered to a building or department.** As part of the inspection and upgrade process donated equipment will be entered into district inventory and tagged. Any equipment not inspected or accepted by the District will not be allowed on district networks.

Any additional installation costs (*power cords, outlets, etc.*) are the responsibility of the school/building the donation was given to or requested by.

Recommended donation devices. All other devices will be reviewed on a case by case basis.

Chromebook	iPad	Windows Devices
• Screen size 11" or larger • Intel Processor • Minimum of 8GB Memory • Minimum of 64GB Solid State Drive • Power adapter • ChromeOS Management Service Edu license • Most current model possible (Google stops guaranteeing updates after 6 years from model release date.)	• Full size iPad • At least 64GB of storage • iPad 10th gen or newer	• Laptops & Desktops ◦ Windows 11 OS or above ◦ Minimum of 8GB Memory ◦ Minimum of 256GB SSD ◦ Power adapter • Printers ◦ No Donated Printers