



# Folsom Cordova Unified School District

Department of Educational Technology and Information Systems

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## District Computer Donation Acceptance Policy

Like most school districts, FCUSD receives constant requests from individuals and business partners to accept donations of 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 systems, and the district then inherits an obligation to keep such equipment running, even if the time and costs of doing so far exceed the value of the donation.

As have most businesses, in the past three years, we have put a large amount of time and energy into **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:

1. Schools and departments that are offered donations of technology equipment **may accept any and all such donations if those donations are to be immediately transferred to the district's computer recycling program (contact the ETIS dept.)**. This program receives a small credit for items recycled, which can then be used to support our schools. This allows us to graciously accept all donations, whether or not the equipment is useful to the district. ETIS will fill out a "donation acceptance form" for board approval for **all** donations accepted.
2. Sites may also elect to accept donated equipment for **personal donation to needy students, or to Student Care programs**. The donation acceptance and equipment surplus processes must be followed (check with the district for instructions) for these donations. The district offers no support or assistance to those receiving these donations. Donated equipment accepted by the district cannot be donated to district employees for personal use.
3. With the limited exception stated below, all sites will accept any other donated equipment only on the understanding that **the district will not provide any technical or software support for it**, including, but not limited to, adding software required to use the equipment on the network, adding or testing any drives, cards or other items needed to make it run, etc.
4. The only exception to this rule will be equipment that, at the sites' request, has been evaluated by ETIS and approved by its director as being of such exceptional quality and value that district support is warranted. Such equipment will be logged and identified as district supported.

Any questions can be addressed to the district's Director of Educational Technology & Information Systems, Dr. Kelly J. Calhoun, via the contact information above.

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