

## Board Policy

Code No. 704.6

### **DONATED TECHNOLOGY EQUIPMENT**

The Bettendorf Community School District appreciates the many offers by individuals and private firms to donate computer equipment to our school district. In an effort to ensure that these donations are in the best interest of the district, the following guidelines have been established:

- 1) All donations should be directed to and must be approved by the Technology Coordinator PRIOR to acceptance.
- 2) All donations will be accepted based on Board Policy # 704.4, Gifts – Bequests - Grants -.
- 3) Donations should fill an immediate need for technology in the district.
- 4) The equipment should be two years old or less and include components, including RAM, of equal or greater specifications than systems purchased by the district in the same two-year period.
- 5) Systems must be capable of running current district software – including the current versions of Microsoft Office, Infinite Campus, and any other district critical software.
- 6) The computer must have an existing operating system – including certification and software for the system – that is compatible and comparable with existing operating systems within the district.
- 7) No significant additional cost should be incurred to update the system to meet the above requirements.
- 8) Technician time necessary to bring the equipment into operation should be comparable to existing equipment.
- 9) Placement of equipment accepted by the district will be at the discretion of the Technology Coordinator.
- 10) Equipment accepted becomes the property of the Bettendorf Community School District and will be subject to all guidelines of district owned computer equipment.

*Approved: May 20, 2002*

*Reapproved: November 1, 2004*

*Revised: December 3, 2007  
February 19, 2013*