# Guidelines for Acceptance of Computer Equipment Donations

**Effective as of 08/13/10**

**Please contact Danielle Day at dday@sunol.k12.ca.us, or Raymond Mar by calling 925-862-2026 if you have any questions or comments regarding these guidelines.**

## Thank you for considering a donation!

## Sunol Glen Unified School District

The District accepts donations of new and used hardware and software. All equipment must be in good working condition at the time it is donated. The Information Technology department determines if the donated equipment is appropriate. With this in mind, the district reserves the right to accept or reject donations of new or used hardware and software. In addition, minimum standards of microprocessor, RAM, networking hardware, operating system, software and maintenance need to be upheld.

It is the responsibility of the prospective receiving school to follow and adhere to the guidelines in this document. Any additional costs are the responsibility of the school receiving the donated equipment.

All accepted donated equipment will go to the school/department intended by the donor. In the event that equipment is donated to the district with no clear indication of a donation site, the Technology Department will decide placement with advice from the Instructional Department.

**All equipment must be in good working condition.**

MINIMUM STANDARDS FOR PCS OR LAPTOPS
Intel Pentium 4 2GHz or higher
1GB of RAM (memory)
40GB Hard Drive
Windows 98 or higher
15” or bigger monitors (flat panel preferred)

MINIMUM STANDARDS FOR MACINTOSH/APPLE SYSTEMS
Processor: 604 Model
PowerMac 8000 series or better
32MB of RAM (memory)
1GB Hard Drive
System 7.52 or better

Anything with a manufacturing date of or later

MINIMUM STANDARDS FOR PRINTERS
Windows/PC compatible LaserJet, DeskJet, or InkJet Printers

MINIMUM STANDARDS FOR CAMERAS AND SCANNERS

New cameras and scanners will be accepted.

MINIMUM STANDARDS FOR DONATED SOFTWARE

A donation of software needs to include the license(s) certificate for operation, media shipped by the publisher, and documentation. It cannot be a version of software where the donor has paid for an upgrade, and wishes to donate the old version. This would be a violation of copyright agreement with the publisher.

OTHER COMPUTER EQUIPMENT

10/100 network hubs and switches, Ethernet cables, printer cables, and USB cables will be accepted. Individual computer components and other peripherals will be considered before acceptance.