

Procedures And Guidelines

The number of inquiries from organizations and individuals who want to donate technology equipment is increasing due to the rapid rate of technological obsolescence. The following guidelines are provided to assist Arlington Public Schools staff in responding to offers of new and used equipment such as computers, monitors, printers, TVs, VCRs, and other specialized technology equipment.

Approval of the Director/Purchasing Agent must be obtained prior to Arlington Public Schools acceptance of expendable items of equipment (Policy Implementation Procedure D-15 PIP-8 External Funding - Gifts to Schools). The Director/Purchasing Agent, prior to approval, will assure that the technology equipment has been assessed and approved by the Supervisor, Engineering and Technical Services.

1. The criteria for approval of the donation will consist of the following:
 - a. Equipment donation supports instructional objectives or administrative needs;
 - b. Equipment donation is compatible with existing equipment;
 - c. Equipment donation is compatible with long-range technology plans; and
 - d. Equipment donation is eligible for Arlington Public Schools repair services and support.
2. Approved technology equipment donations will be provided with support and maintenance through Engineering and Technology Services.
3. Supervisor, Engineering and Technical Services will provide to the donating party an appropriate acknowledgment indication Arlington Public Schools acceptance of the donation. An appropriate acknowledgment by the appropriate administrator will be sent for all gifts. No value will be placed on the donation.
4. All accepted donations will be considered Arlington Public Schools property and upon distribution, added to the receiving school's inventory. If applicable, any software and anti-virus licenses must be provided by the receiving school.
5. Distribution of approved technology equipment will be determined through evaluation of system-wide needs.
6. Whenever possible, consideration will be given to individual schools or programs which have direct connection with the source of the donation.
7. If the equipment requires installation through the Arlington Public Schools Facilities and Operations Department, Policy Implementation Procedure D-15 PIP-8 External Funding - Gifts to Schools states that installation must be approved by the Assistant Superintendent for Facilities and Operations prior to acceptance of the equipment.

The following list represents typical technology equipment that will be considered as possible donations:

1. Boom Boxes
2. Overhead Projectors
3. Camcorders
4. Cassette Recorders
5. Computer Peripherals
6. Printers
7. Computers
8. Monitors
9. PA Systems
10. Digital Cameras
11. Document Stands
12. Dry Mount Presses
13. DVD (Digital Video Disk) Players
14. Walkie-Talkies
15. Fax Machines
16. Interactive White Board
17. Microphones and Microphone Stands
18. Television Carts
19. Televisions
20. Transparency Makers
21. Tripods and Tripod Dollies
22. VCRs
23. Video Cables
24. Video Production Studio Equipment
25. Video Projectors
26. Wall Screens
27. Remote Controls
28. Satellite Receive Equipment
29. Slide Projectors
30. Projector Carts and Computer Carts
31. Laminators

References

None

Policy Implementation Procedure Adoption and Revision History

Adopted October 4, 2007, Effective October 4, 2007

Renumbered (former PIP 40-1.20.17) effective July 1, 2018