1.0 Overview

To maintain a moderate-to-high efficiency school district, donated equipment must meet certain standards. These standards can change from year to year as new equipment comes on the market and equipment ages.

2.0 Purpose

To provide guidelines to determine minimum hardware requirements of donated equipment.

3.0 Scope

All donated equipment coming into Enumclaw School District.

4.0 Standard

As of 07/01/2008, the current minimum standards for donation are:

Computers:

- 3 years old or less
- AMD Athlon™ or Intel Pentium™ IV 2.0GHz or higher desktop (2.0GHz or higher laptop)
- 512MB (1GB preferred) or more of RAM
- 40GB or larger hard drive
- CD-ROM
- 10/100 Ethernet port

**NOTE: Macintosh/Apple computers are not accepted for donation.**

Monitors:

- 15 inch or larger LCD
- CRT monitors are not accepted

Printers:

- 3 years old or less
- Hewlett-Packard brand
LaserJet technology
Inkjet printers are not accepted

Please note the following:

- Donations must meet the above specified donation criteria
- The donation equipment must be assessed by the Technology Department. It must be in good, working condition and have all the parts (HD, RAM, CD, etc) to comprise a complete system.
- The Technology Department will assess the equipment and provide an estimated (fair market or depreciated) total value. If the value is above $500.00, the request will go to the board for approval.
- Please send all donation requests to:
  
  Enumclaw School District  
  ATTN: Technology Coordinator  
  2929 McDougal Ave  
  Enumclaw, WA 98022

- If the donator would like to specify a school/classroom for the donation, they may do so at the time of donation.
- The equipment must pass a hardware inspection by the district’s Technology Department.
- Once the equipment is received:
  - It will be added to the District Inventory database and an inventory tag will be affixed to the equipment.
  - The equipment will become property of Enumclaw School District
  - The Technology Coordinator will provide the donator a letter describing the equipment, assessed value, and tax ID number for IRS purposes.

5.0 Background

The minimum computer requirements were generated from a combination of sources and taking into account “best practice”.

1. The OSPI “Computers4Kids” program minimum computer requirements (http://www.k12.wa.us/c4kids/standards.aspx).
2. Technology Support Index (http://tsi.iste.org/techsupport/tech-support-index-2.4.pdf) as published by the International Society for Technology in Education (ISTE)
3. Comparisons with various districts of similar funding, level of current technology, and size.