

MCS Technology Donation Guidelines

District Bylaws and Policies, section 7230, Public Gifts to the District and Gifts, Grants and Bequests outline the district's donation policy. The donation of any computer hardware/software or other technology must also fall into these guidelines.

1. **All technology donations to Medina City Schools (MCS) must be in good working order and be approved by the Technology Director.**

If the equipment is not in good working order, the accepting department, school or district would assume responsibility for the cost of putting the equipment in good working order or for its disposal.

2. **Current List of accepted equipment:**

- PCs must have a Core Duo cpu or greater; Macs a G4 or higher Processor
- Computers must have a minimum of 512MB of RAM
- Flat panel displays
- LDC projectors (3000 lumens or greater with a minimum of 500 hrs of remaining bulb life)
- Printers must be Laser (no inkjets) and of certain makes no more than 3 years old
- Scanners and other peripherals that can be connected via USB or Firewire only
- Networking hardware must be at least 10/100Mbps and 802.11G for Wireless

3. **Whenever possible, accept only equipment that is supported by MCS.**

In addition to meeting the minimum requirements mentioned above, The MCS technology department has established builds, models and configurations that they can effectively support through hardware/software standardization. Hardware/Software that does not fit into this mold is often very time-consuming and costly to support. If a donation requires an excessive amount of labor/parts/resources/training it often costs more to integrate than the item is worth.

4. **Donated network equipment will not be connected to the district network without permission from district network support personnel.**

Donated computers should only be connected to a network after review and approval by district technology staff.

5. **Ensure that donor provided software is accompanied by license documentation.**

Comment: The district makes every effort to be in compliance with licensing/copyright laws. Without proof of license, these software items must be removed or purchased by the district.

6. **A donation form 7230 F1 must be filed for all incoming Technology donations.**

It can be printed from the district web site and submitted to the district or technology office. The form will list the make, model and serial number of donated items. MCS will not approximate value of any donated items.

***Distribution of donated items to departments or schools will be handled by the Technology Director. A donor may choose to designate to a specific school or department, however if it is not compatible the request may be denied. If undesignated, the technology director will determine appropriate distribution by an assessment of need, or by soliciting proposals for usage of the equipment and selecting the recipient(s) on the merit of their proposal(s).

If you wish to donate computer equipment, please contact the Technology Department at (330) 636-4390, or email the Technology Director, Dale McRitchie dmcrit@mcsok.org