

## Guidelines for Used Computer Donations

Westview Elementary is fortunate to have strong parental and community support. Community donations of technical equipment are genuinely appreciated. However, it is not always in the best interest of the school to accept every donation. Donated computers often require additional expenditures of time and money for the school. For this reason, we can only accept those donations that facilitate the school's technology plan, are compliant with the school's computing platform, and can become viable with minimal expenditures. Donated computers must meet minimum system requirements in order to be supported by repair personnel. These requirements should indicate that the equipment will remain useful in the classroom for a reasonable period of time.

If your equipment meets or exceeds the minimum requirements listed below, please contact the school directly to make your donation. You can also email us at [westviewptatech@hotmail.com](mailto:westviewptatech@hotmail.com) with questions or to schedule a donation drop off.

- Minimum systems that can be accepted and supported are:
  - 1 GHz Processor
  - Windows 2000 or Windows XP
  - 128MB of RAM
  - a 10GB hard drive
  - a CD-ROM drive
  - a 100Mb Ethernet card
  - Sound capabilities
- Donated computers should be complete systems with:
  - a computer
  - a color monitor
  - a keyboard
  - a mouse
  - all necessary cables
- Computer systems should be fully functional.
- Be sure to remove all personal files from your hard drive before offering a computer for donation.
- Include documentation and installation CD's for system software.
- Be prepared to provide the school full rights concerning the use and disposal of the computer.
- A letter of receipt may be requested from the school for tax purposes. This letter may contain a list of the donated items, but will not specify a dollar value for your gift.