

## **Technology Donations**

Young Scholars Charter School appreciates the intent of donated technology equipment but also recognizes that donations can require additional costs on the part of Young Scholars Charter School. The following policy is intended to protect Young Scholars Charter School from incurring costs for maintenance and disposal of technology equipment that does not meet basic use requirements.

Young Scholars Charter School will only provide technical support and maintenance through its contracted IT provider for donated devices under the following conditions:

1. The donation was pre-approved by the Co-Principals
2. Please note that pre-approval will be based on the condition and specifications of the devices, the estimated cost to Young Scholars Charter School to provide technical support and maintenance and the need to purchase accessories (ex. mice, power cords) to use the equipment. AND
3. The Co-Principals and employee who has secured the donation have signed an agreement outlining ownership of the devices if the employee leaves Young Scholars Charter School while equipment is still in circulation. If the employee will retain ownership they understand that the memory and history of the devices will be cleared prior to removing the equipment from the school. AND
4. If the equipment is used, all history and memory on the device has been cleared.

All donations must be reported to the YSCS Director of Operations so that the donation can be appropriately documented.

If a Young Scholars Charter School employee wishes to bring donated equipment to Young Scholars Charter School but does not meet the requirements outlined above, he/she is still required to notify the Co-Principals and Director of Operations. The employee will be permitted to connect the equipment to the internet via wireless and/or Ethernet ports. However, Young Scholars Charter School nor its IT provider will provide any type of technical support or maintenance to the devices. All devices used at Young Scholars Charter School, including school issued, donated and personal, must be used appropriately and within the guidelines outlined in this handbook.