

**SITE OPERATIONS CIRCULAR NO. 1025**

Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** November 15, 2005

**To:** All Principals and Child Development Administrators

**Subject:** DISTRICT STANDARDS FOR DONATED EQUIPMENT

**Department and/or  
Persons Concerned:** Division and Department Heads, Senior Management Group Members,  
Principals, Vice Principals, Child Development Center Administrators,  
and appropriate staff

**Due Date:** Immediate

**Reference:** Replaces previous Site Operations Circular No. 1049

**Action Requested:** Site Technology Plan to be in place prior to accepting equipment

**Brief Explanation:**

State-mandated regulations regarding the appropriate disposal of computer technology generates large costs to the district; therefore, San Diego City Schools cannot afford to accept donations of technology-related equipment unless those donations meet minimum standards.

The Executive Committee has approved the attached standards, developed by the District Standards for Donated Equipment Review Committee, which should be adhered to when schools consider accepting donated computer equipment.

**Changes:**

The attached standards reflect an update to previous standards set in Site Operations Circular No. 1049 of April 2003.

Sites that consider accepting equipment must have a technology plan that describes how technology will be integrated as a tool to support student achievement. A copy of the technology plan must be on file with the Educational Technology Department. If schools do not have a technology plan, they should contact the Educational Technology Department at (858) 573-5793 for assistance in developing a plan.

**Please Note:**

The district will not maintain donated equipment.

Used printers should not be accepted.

Questions regarding the above may be directed to Dan Wolfson, program manager, Educational Technology Department, (858) 573-5793 or Scott Kovacik, IT liaison, Information Technology Department, (619) 725-7512.

Debbie Beldock  
Executive Director  
Instruction and Curriculum

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G" and "F".

Geno Flores  
Deputy Superintendent

DB:sel

Attachment

Distribution Lists: A, C, D, E, and F

## District Standards for Donated Equipment



- A **technology plan must be in place** at the site prior to accepting donated equipment and a copy of the plan must be on file with the Educational Technology Department.
- Donations are to be **complete systems** and must include CPU, monitor, mouse, keyboard and installation as well as CDs for system software along with operating system (OS) licensing documentation.
- Donated systems are to be used in **classrooms only** and cannot be used for administrative office purposes or teacher attendance.
- Used printers should **not** be accepted.
- The district will not maintain donated equipment.

Minimum Standards						
APPLE MACINTOSH						
OS	Monitor	CPU	Hard Drive	RAM	Network	Peripherals
Mac OS X (10.2)	15" color	G3 800 MHz	20 GB	256MB	Ethernet ready	Mouse, keyboard, CD-Rom, cables and power cords
PC						
OS	Monitor	CPU	Hard Drive	RAM	Network	Peripherals
Windows XP Pro	SVGA or better	1.8 GHz	20 GB	256MB	Ethernet ready	Mouse, keyboard, CD-Rom, sound card, speakers, cables and power cords

### Resources

Organizations that have served to either provide refurbished donated equipment and/or accept equipment:

San Diego Futures Foundation

Contact: Rebecca Stawiski at (858) 784-5304 or [stawiskir@saic.com](mailto:stawiskir@saic.com)

<http://www.sdfutures.org/about/about.htm>

Technology Training Foundation of America

8817 Production Ave.

San Diego, CA 92121

(858) 547-3992

<http://www.computers2learnby.org/>

Questions regarding the above may be directed to Dan Wolfson, Educational Technology Department, (858)-573-5793, or Scott Kovacik, Information Technology Department, (619) 725-7512.