



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Deputy Chancellor of Operations
Office of Technology

Computer Donation Guidelines

Updated December, 2021



DCPS Computer Donation Guidelines

Thank you for considering DC Public Schools for your charitable technology donation! Please review this guide prior to contacting DCPS in regard to a computer donation.

- DCPS has developed the attached computer donation policy in conjunction with the DC Office of the Chief Technology Officer (OCTO) in order to ensure that the total cost of ownership of any given donation does not become burdensome to the recipientschool.
- DCPS will only accept computers and peripherals that meet the attached specifications and are in good working condition, with all parts and accessories. The school/department receiving the donation is responsible for purchasing any missing peripherals.
- Computer donations must meet DCPS's minimum specifications requirement. DCPS-IT will not be able to support any devices that do not meet these specifications and will not permit them on the network due to security concerns.
 - Maximum 3 years old and preferably covered under manufacturer warranty
 - Minimum Processor : i3 or equivalent
 - Minimum Memory (RAM): 8 GB
 - Minimum Hard Drive: 128 GB
 - Lenovo, Dell, Microsoft and Apple computers and Microsoft Surface Go Gen 2 or newer and Apple iPad Gen 7 or newer
 - **The list of approved devices is updated on a consistent basis.** Please view this document to learn more about what our current approved devices are: <http://dcps.tech/purchasing>

DCPS Computer Donation Guidelines (Con't)

- All computers donated to DCPS intended for student and staff use must be reimaged by OCTO prior to distribution. In addition to ensuring donated computers are compliant with the required security and privacy standards, the reimaging process ensures that the hard drive is fully erased, and any previous data on hard drives is no longer accessible.
- A representative from the organization donating should review the Mayor's Memo ([Link to Mayor's Memo](#)) and confirm in writing that they do not have a conflict of interest with making a DC Government related donation.
- A representative should share more specific information about the donation and its value via our Donation Request Form ([Link to Donation Request Form](#)).
- DCPS will send the information shared in the Donation Request Form to the Mayor's Office of Partnerships and Grants Services (OPGS) for legal review and approval.
- Once the donation is deemed legally sufficient by OPGS Rold Louis will send the donor an updated donation agreement form ([Link to donation agreement](#)) to review and sign.
- If you would like to donate any other forms of technology, please contact the Donations office and your request will be routed to appropriate office for review.