Southeastern Academy Charter School 12251 NC Hwy 41 N – Lumberton, NC 28358 www.southeasternacademy.org Effective Date: July 15, 2014 Approved Date: July 15, 2014 Last Revised Date: July 15, 2014

Technology Donation Policies and Procedures

Southeastern Academy Charter School appreciates offers to donate new and used technology equipment such as computers, monitors, printers, etc. The school strives to maintain equipment that as current as fiscally possible and as such has implemented the minimum hardware requirements for the equipment being donated. Our technology resources are limited. Therefore, it is in the best interest of the school for the funds and labor to be utilized wisely.

All equipment donations must be approved by the IT Department to ensure that the equipment is compatible with our technology environment. Although most "new" equipment should meet the school's needs, there are some items that would not be considered compatible and must meet the minimum hardware requirements noted below. The IT Department reserves the right to revise these requirements as needed due to continuing technology changes.

Southeastern Academy Charter School will in no way be liable for the contents and data of donated computers. The removal of any confidential information required to be in compliance with any local, state, or federal regulations will be the sole responsibility of the donor.

Used monitors must be flat panel or LCD only. CRT monitors will not be accepted.

Used computers must contain proper licensing for the software that is installed. The computers must be in proper working condition and meet the hardware requirements listed below. Computers with missing hard drives will not be accepted.

Minimum Hardware Requirements

- 1. Intel[®] Core[™]2 Duo Processor, 2.13GHz
- 2. 2GB of RAM
- 3. 160 GB Hard drive
- 4. CD-RW or DVD optical drive
- 5. Graphics device DirectX 9 compliant (preferred)