



# Obtaining Technology Through Grants and Donations

The District is aware that we are not where we would like to be in terms of the available technology across all of our schools. Teachers have responded by finding grants and potential donors to help increase the amount of technology in their classrooms. Sites like [DonorsChoose.org](http://DonorsChoose.org) are becoming more and more popular for teachers and parents alike.

Grants are another avenue that staff will pursue in order to create more access for their students.

HSD's Technology Services Department supports both of these avenues for acquiring more technology in the schools and classrooms. But there are some guidelines that must be followed in order to ensure that the technology will work in our environment and also to ensure that staff in Technology Services can support the technology acquired.

## DONATIONS:

There is really only one rule about technology donations - all donations must be approved by Technology Services prior to their receipt. There are no exceptions to this rule. There are several reasons why that is the case, but the bottom line is we want to be able to support the donations, and we cannot support every type of device available for donation. Therefore, we must have the opportunity to weigh in on the donation before it occurs.

Visiting our [Technology Standards site](#) is a great first step for getting an idea of what is supported by Technology Services. Specific questions about devices and their specifications should be addressed by submitting a [HelpDesk](#) ticket.

[DonorsChoose.org](http://DonorsChoose.org) is a great resource for teachers that we are comfortable with teachers and staff accessing; however, please contact Technology Services before submitting any technology-related requests through this site. In particular, projects that identify Apple iPads and other Apple items need prior approval from Technology Services so we can ensure we will get items we can support.

### Ownership and Mobility of Donated Items

The ownership of donations generally lies at the school level, not at the classroom level. Unless a previous agreement has been worked out with the building principal and the recipient, the donated equipment will be treated as belonging to the school and will not be allowed to leave with a teacher if they move buildings or leave the district. This agreement should be documented in an email or in some other written form of agreement. It doesn't have to be overly formal, but it does have to be verifiable.

Donations from organizations such as DonorsChoose generally come with guidelines from the organization about where ownership lies. Some will stipulate the school, others the classroom, and others will stipulate the teacher directly. You should check with the organization and maintain the written documentation of ownership. Without the written agreement of where ownership lies, it is likely that if a teacher moves buildings or leaves the district, the equipment will stay with the school.

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## Grants:

Grants are treated much like donations. Before applying for a grant that includes technology you should consult with Technology Services to ensure the equipment meets standards and is supportable by Technology Services staff.

Additionally, it should be noted that all technology equipment purchased through grants must be ordered through the Technology Services purchasing process. All office managers are familiar with this process and should be consulted when a grant is received at the school level that includes funds for technology.

## Ownership and Mobility of Grant Materials

The guidelines around grant-related equipment are identical to those for donated items. Unless otherwise documented, the equipment's ownership will remain at the school, not with the individual(s) who generated the grant.

HSD Innovation Grants are a notable exception to the ownership rule. Those grants are awarded to the individual or individuals who submitted the grant. Should awardees move schools, the equipment will follow the staff to their new school, provided they remain in the District.

For awardees who leave Hillsboro School District, Technology Services reserves the right to reclaim the equipment and redistribute to other grant applicants who were not awarded a grant. Technology Services may also choose to leave the equipment at the school where its awardee initially received the grant.

Staff are always encouraged to contact Technology Services directly with any questions concerning donations or grants that include technology at 503.844.1514 or through a [HelpDesk](#) ticket.