



**MINISTRY OF EDUCATION
Department of Education
IT Donation Policy**

Effective: July 2019

Version: 1.3

Policy Statement

The Department of Education (DOE) welcomes and appreciates technology equipment donations from individuals, organizations, and corporations. The purpose of this policy is to provide guidelines insuring that donations are of sufficient capability to support the educational goals and needs of the DOE. Often, employees of the Bermuda Public School System receive requests from individuals to accept donations of used technology, including computers, monitors, printers, etc. While we sincerely appreciate the intent of these donations, we recognize that acceptance of donated equipment obligates the DOE to be able to repair and/or maintain it. In the past several years, our DOE has worked extremely hard to standardize DOE technology. Acceptance of non-standard, donated equipment substantially dilutes our ability to provide timely, effective service. For this reason, policy guidelines are needed to establish a procedure that will benefit both the schools and our community. The guidelines are as follows:

Purpose

The purpose of this policy is to provide guidelines for the acceptance of donations.

Definitions

Within the context of this policy, the following definitions apply:

- Advertising – The display of a message, logo, website, phone number, address, or photograph of an individual, service, or product on school property or in an official school communication in return for a fee.
- Donations – Equipment, materials, money, or property given to a school or to the school system for use in or in conjunction with educational or extracurricular programs.
- Educational Program – A grouping of operations or activities which is identifiable as a distinct entity with specific goals and objectives for budgetary, operational, and managerial purposes (e.g., music program, gifted and talented program, science program, etc.).
- Extracurricular Activities – Activities available to students beyond the regular school day that are not required for the satisfactory completion of a particular class.
- Fixed Assets – A financial resource that meets all of the following criteria:
 1. Is tangible in nature.
 2. Has an extended useful life, at least one year.
 3. Is not a repair part or supply item.
 4. Has a value of \$5000 or more.



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- Improvement to Real Property – Materials and/or labor used to alter, modify or renovate the physical appearance or structure of a school site or facility.

Standards

- A. Donations that have an estimated value in excess of \$5,000, or constitute an improvement to real property, will be presented to the Department for acceptance by formal action.
- B. Donations not requiring Department approval under the provisions of this policy must be presented to a school or program administrator for acceptance.
- C. Donations made to individual schools with a value of \$5,000 or less may be accepted by the school principal without further approval provided this donation meets all other provisions of this policy.
- D. If the donation is a fixed asset, it will be processed in accordance with Accountant General Fixed Asset's procedure.
- E. Donations submitted to the Department for acceptance must first be reviewed, inspected, and/or tested by staff as appropriate. Certain donated items will be required to meet specific industry certification. In addition, staff may require that a donation be certified by an external source as meeting industry and DOE standards.
- F. Any donation constituting an improvement to real property must comply with DOE School Facilities.
- G. All accepted donations become the property of DOE.
- H. The provisions of this policy do not apply to gifts to individuals, which are addressed by DOE and Office of Projects and Procurement (OPMP) Ethics Regulations.
- I. To be acceptable, a donation must:
 1. Have a purpose consistent with the philosophy and goals of the DOE.
 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff time, maintenance, budget, materials, etc.) to the school system.
 3. Place no unacceptable restrictions on educational or extracurricular programs or the school system.
 4. Not endorse, either explicitly or implicitly, any business or product.
 5. Not begin, continue or reinstate a program which the Department is unwilling or unable to consider funding when the donated funds are exhausted.
 6. Meet all applicable school system regulations/guidelines associated with its construction or use.
 7. Meet current safety standards.
 8. Not be advertising. However, sponsorship of an activity is acceptable and recognition of sponsorship is permissible.
- J. Donations presented by an organization or individual from funds raised in a manner deemed incompatible with the mission of the school system may be refused.
- K. Acceptance of goods, financial donations and/or services shall be made without any reciprocating commitment by any employee on behalf of the DOE. Acceptance of a good, financial donation and/or volunteer service shall be in accordance with applicable DOE regulations, policies and/or recommendations by legal counsel and/or representative insurance companies.



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Donation Guidelines

Receiving donated computers presents challenges that should be carefully examined before accepting such a donation. Donated technology equipment may serve as a valuable addition to a school's technology infrastructure, but please keep in mind that there is a "hidden cost" in accepting donated computers. This includes increased time or service, cost of spare parts and other factors.

- **Equipment Condition:** All technology equipment accepted shall be safe and in good working order.
- **Costs:** Implementation of donated equipment shall not impose unreasonable costs or dedication of resources. Additional cost to be considered may include repairs, materials, software, or staff time.
- **Computer Specifications:** Careful consideration will be given to each proposed donation. Final approval of donations is dependent upon the ability of the equipment to meet the current needs of the Department of Education and its thirty four (34) schools. Acceptance will require all donations to adhere to the Hardware Standards Policy.
- **Software Licenses:** The Department of Education makes every effort to comply with software copyright and license laws. Owners donating computers are required to provide the school with the following documentation for legal transfer of license rights of operating systems or other software; 1) Copies of software on original disks/CDs, 2) End-User License Agreements, 3) Certificate(s) of Authority, and 4) Manuals and printed materials (optional).² In the event that the above materials are unavailable, the owner must provide a signed letter of verification stating they purchased the software licenses and are unable to locate the original paperwork or software.

Responsibilities

- A. School principals and program/department heads are responsible for ensuring that donations not requiring DOE approval meet the criteria for acceptance in compliance with this policy.
- B. Each school principal serves as the fiduciary agent for his/her school and as such is responsible for ensuring that all donations are accounted for and that donated funds and items are used for legitimate education-related purposes.
- C. Each school principal is responsible for submitting to the Department an annual report of all donations received during the year.



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Delegation of Authority

The Commissioner of Education (COE)/Designate is authorized to develop all necessary and appropriate procedures to implement and monitor compliance with this policy.

References

Hardware Standards Policy