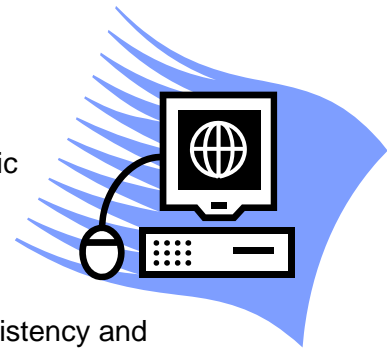


Guidelines for Computer Donations

HISD Board Policies, [CQ\(LOCAL\)](#) and [CDC\(LOCAL\)](#), state that hardware and software used on HISD's network must adhere to basic standards to assure connection to and communication with the network without special consideration. Schools often need considerable support to properly install, maintain, and operate donated computers. This has led to unanticipated repair and administrative costs. In order to maintain a reasonable level of consistency and performance in the district's equipment, technical support will **not** be provided for non-standard donated computer hardware and software. The [hardware and software standards](#) are published on the HISD portal. [Standard Practice Memoranda \(SPM\) #3826](#) is the reference source for the computer donation procedure that implements board policy.



Donated computers may be either standard or non-standard as defined below.

- **Standard donated computers** are computers that are purchased with donated funds from district-approved computer vendors, conform to HISD current computer standards, and include the HISD standard software load as posted on the Technology and Information Systems (TIS) Web site. Standard donated computers will receive the same level of support as all other HISD approved technology equipment.
- **Non-standard donated computers** are computers that do not conform to current Houston Independent School District (HISD) standards as posted on [HISDConnect](#), and were not purchased through the established, standard process via SAP. Along with computers, other donated items that may be included are monitors, keyboards, and mice.

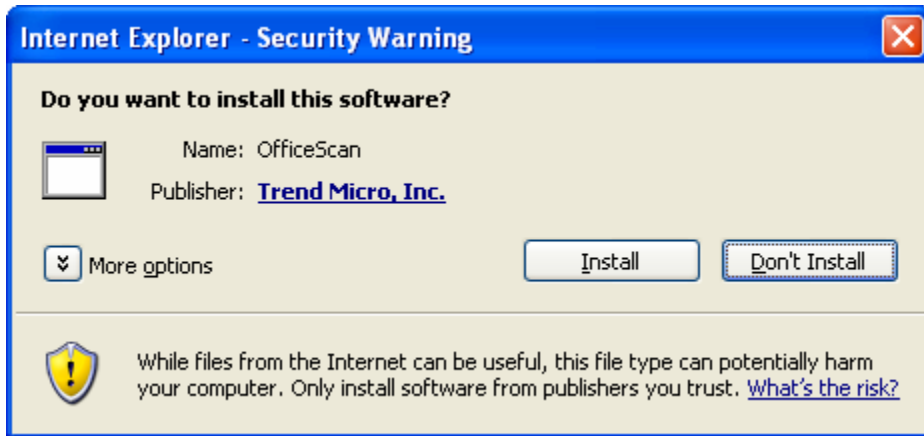
The guidelines for accepting non-standard donated computers and computer equipment include the following:

- Non-standard donated computers must meet the district minimum standards;
- Non-standard donated equipment is to be used only in classrooms and cannot be used for administrative office purposes;
- All donated computers must include physical installation as well as system software along with operating system licensing documentation;
- Non-standard donated computers will have network access to the Internet only. The district will not maintain or support non-standard donated equipment;
- All donated computers must have the district's antivirus software installed by personnel at the campus accepting the donations; and
- Non-standard network printers and network devices (i.e., servers, switches, access points, and etcetera) should not be accepted and will not be connected to the network.
- The download link for the antivirus software is <http://donate-av1/officescan/>. Please see detailed installation instructions on the following pages.

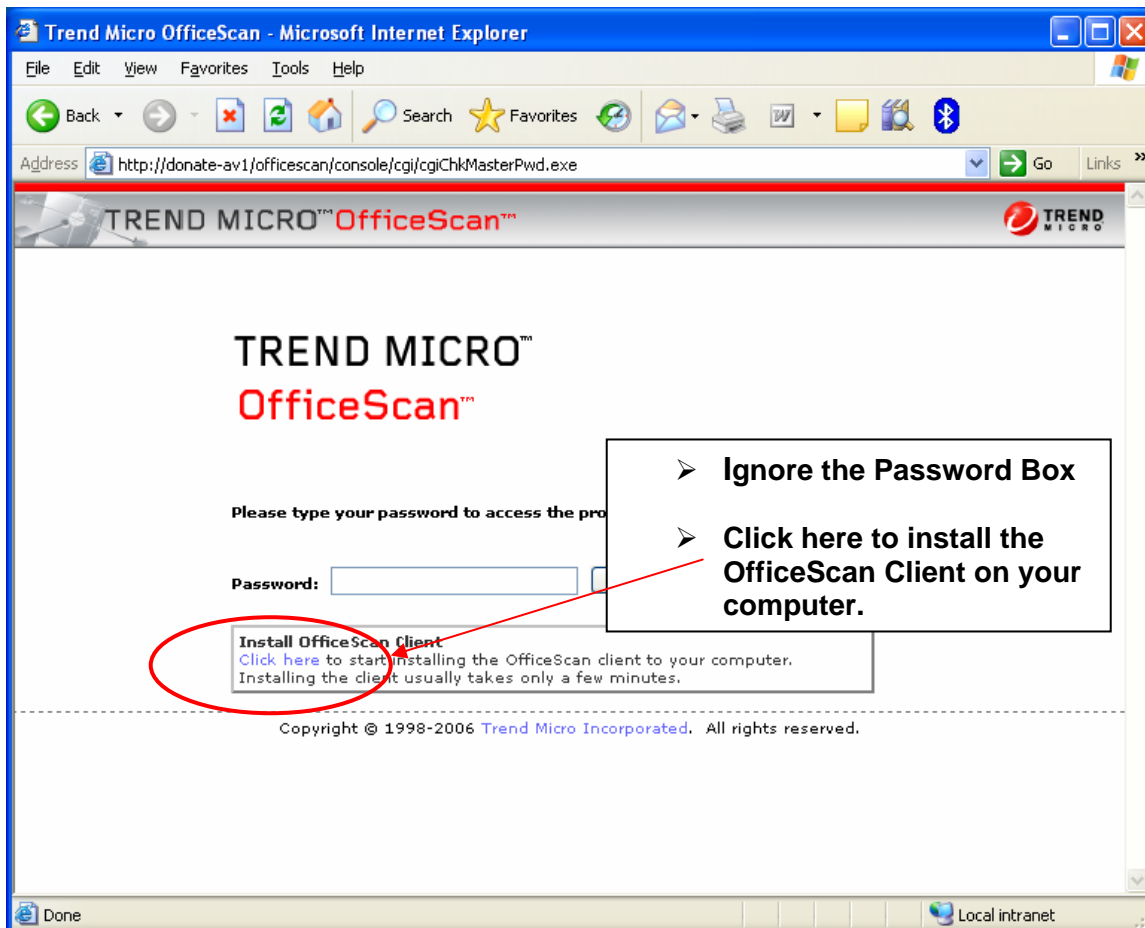
Trend Micro Installation Instructions for Donated Computers

Open Internet Explorer and navigate to <http://donate-av1/officescan>

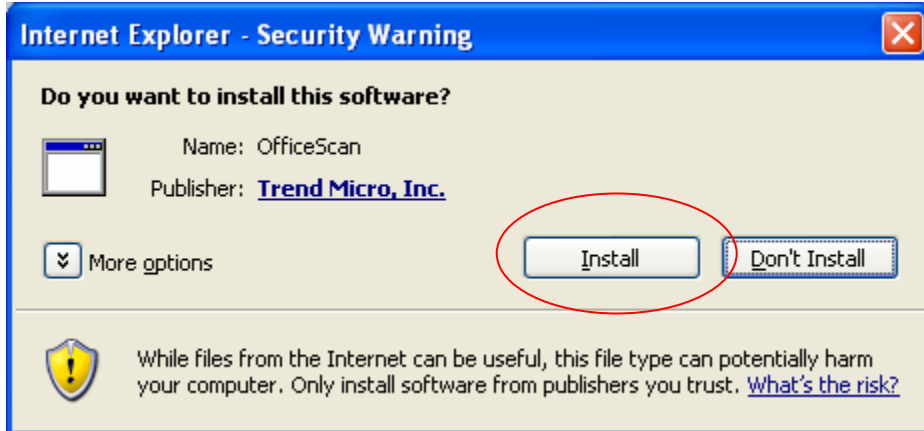
If prompted, Click **Install**.



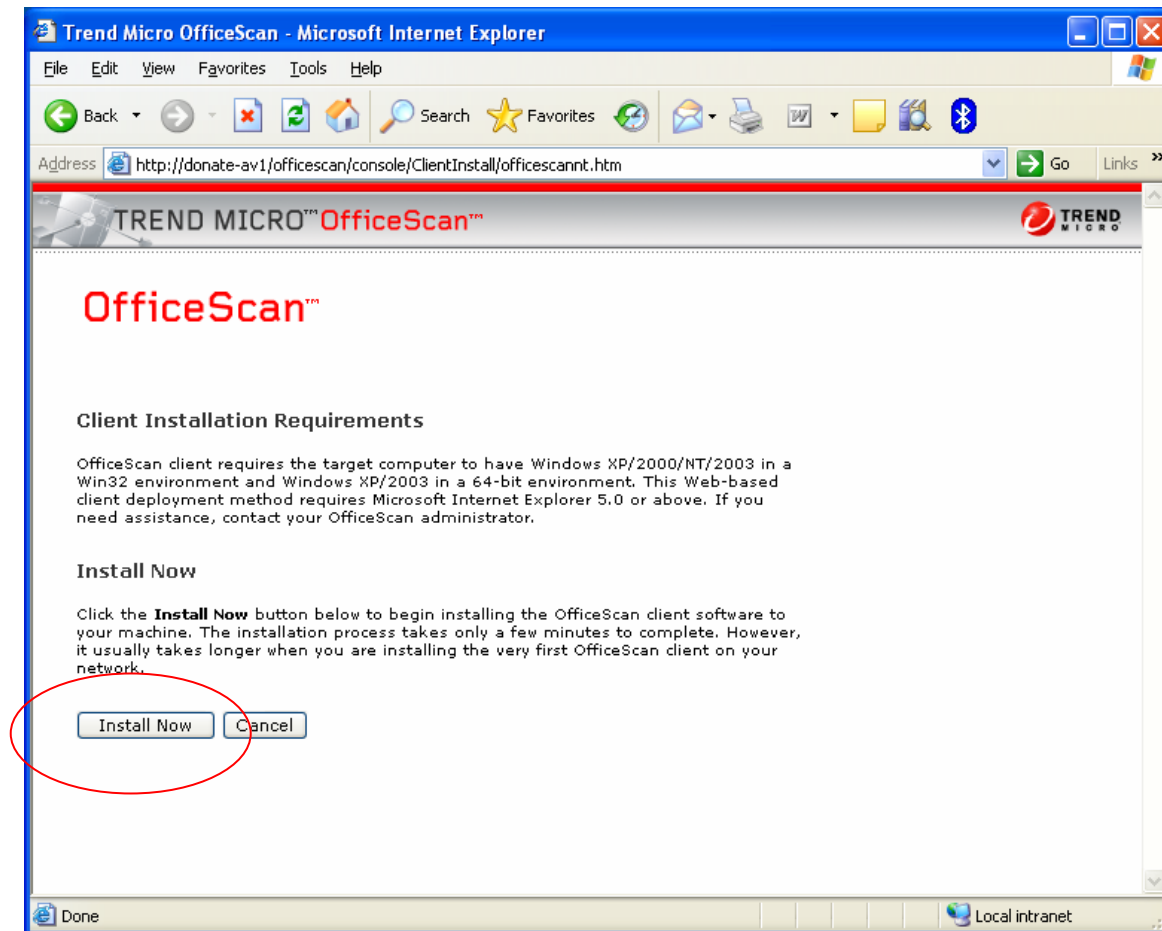
Select the “**click here**” to start installing the Trend Micro link.



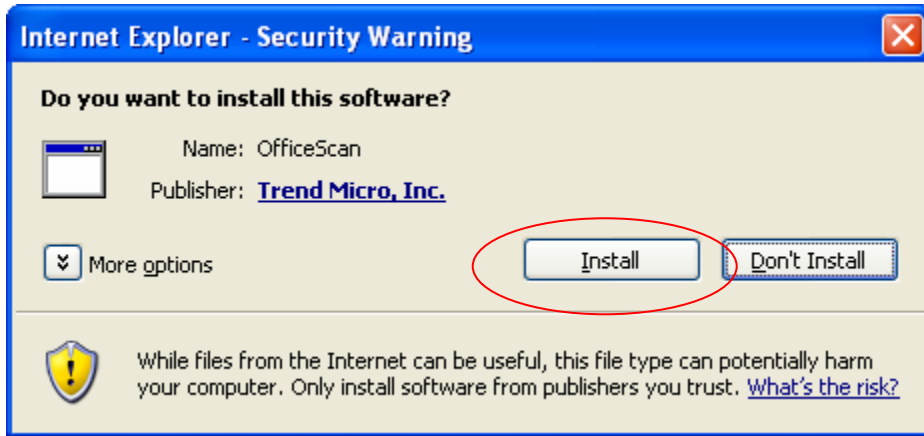
When the security warning pop-up appears, Click **Install**.



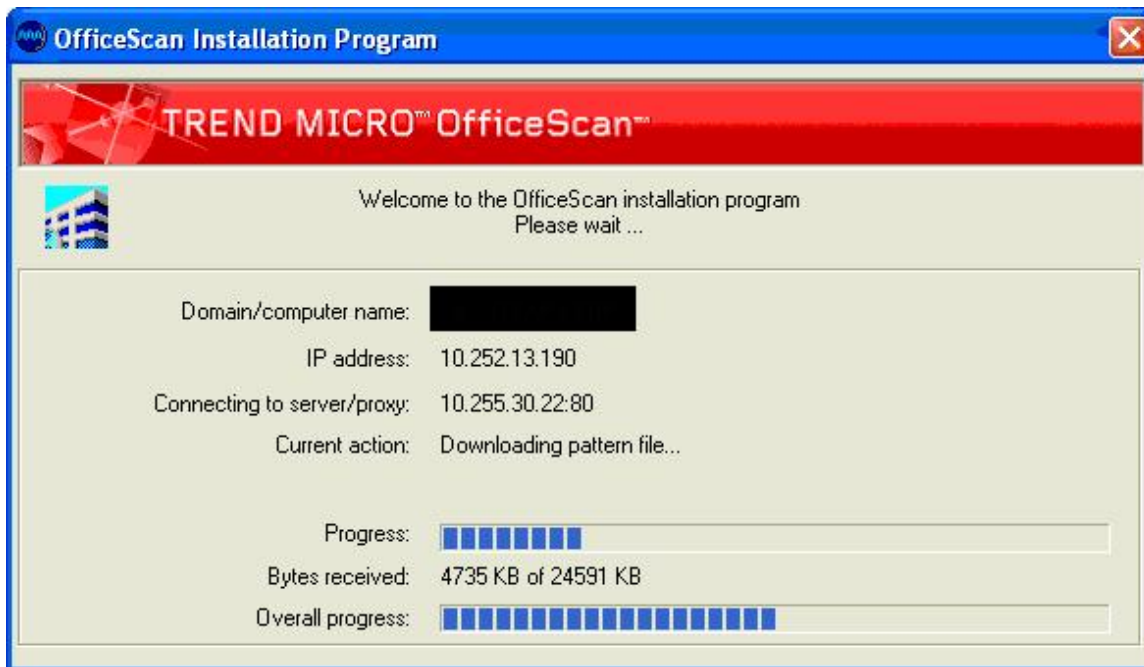
Select **Install Now** on the Trend Micro OfficeScan window.



When the Security Warning pop-up window appears, Click **Install** (users should get this window four consecutive times.)



You will see the progress window below as Trend installs.



When the OfficeScan Installation window disappears, Trend is installed and you may close the browser window.

