

IT Equipment Donation Form

Please email this to schoollaptops@longdean.herts.sch.uk

Your Full Name:	
Telephone Number:	
Email Address:	
Home Address:	

Before donating your device, we recommend that you reset the device to its default factory settings (e.g. no password). In order for the devices to be given new life, they will need to meet the following criteria:

- Date 2010 onwards
- Minimum dual core processor
- Minimum 2gb of RAM
- No major damage to the body of the device
- In good working order – turns on, fully functions and holds some battery charge
- Ideally with a charger, but not essential

Please list the devices that you are donating (include the manufacturer, year, make and model if known)

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Signed:	Date:
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The data you provide in this form wont be shared for any purpose other than collecting your donated device/s.

Terms and Conditions

Longdean School will:

- Ensure that any data bearing parts in these devices will be wiped to ensure no personal information can be retrieved. There will be no attempt to view or retrieve any data on these devices at any time during the recommissioning process. During the process, any threats such as malware or viruses will also be removed.
- Repurpose all suitable equipment for reuse
- Take ownership of donated equipment once this form has been signed and the equipment received
- Ensure that all equipment not suitable for repurposing in the project will be responsibility disposed of.

You will:

- Only donate equipment that you are legally responsible for
- Pass ownership to Longdean School when you donate your equipment
- By signing this form confirm that you have the authority to donate the equipment listed above

Thank You