



Technology Ownership: Grants/Donations/Gifts – Policies & Procedures

PURPOSE: *To specify ownership of technologies purchased with funding provided for by grant, donor proceeds, or gift through the District’s Office of Community Development or the Humble ISD Education Foundation.*

BACKGROUND: *The mission of the Office of Community Development is to identify, develop, and apply additional resources - human, material, and financial - to extend educational opportunities in the Humble Independent School District.*

This mission is accomplished through four components of the Community Development department. These components include:

- Humble ISD Education Foundation - The Humble ISD Education Foundation is an independent, tax-exempt 501(c)(3) nonprofit organization with the goal of raising funds to benefit all types of educational programs in Humble ISD.

The Foundation provides the Humble Independent School District (Humble ISD) with additional funding for the resource gaps that fall outside of the scope of the district’s normal operating budget. The fundraising efforts focus on institutional priorities set by the superintendent of schools and board of education. The Foundation funds these priorities and initiatives, as well as seeks out external funding sources, and educates district personnel on how to go about securing external funding that support the district’s goals.

- Business and Community Partnerships - Existing partnerships are nurtured and new partners are identified within the public and private sectors for sponsorship, donations, grants, volunteer, and other opportunities.
- Grant Support and Coordination- New sources of funding are identified and matched to specific school or district initiatives.
- Volunteers Initiatives - Support for volunteer involvement in schools is given through the Volunteers in Public Schools (V.I.P.S.) program, mentoring programs, and other parental involvement activities.

POLICY: *The following policies have been put forth to protect the assets of the District.*

Ownership. Regardless of the source of funding for the purchase of technology, all hardware and software purchased or obtained by the Humble ISD through departmental/campus budgets from grants, donations, or other District-related activities, such as Teacher Wish Lists, Donor Pages, or DonorsChoose, are the property of the Humble ISD and may not be appropriated for personal use or kept after separation from employment.

Campus Technology Assignment. Technology purchased or obtained through means of grants, donations, sponsorships, gifts, etc., belong to the originating District campus listed in the grant, donor page, gift announcement, etc. Exceptions to this policy can be made when the grant, donation, gift,



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etc. was made to the District as a whole. Determinations will be made by documentation provided to the Office of Community Development by the awarded campus or department.

Separation from Humble ISD. Upon termination of employment, all mobile (non-work area) District technologies in the terminating employee's possession, regardless of how that technology was obtained, must be physically returned to the campus principal or department head. Campuses/ departments are responsible for ensuring any office technologies assigned to an individual for use in their work area (desktops, printers, faxes, etc.) remain in the office for re-allocation when a person leaves the District. These technologies may not be removed and reassigned to other personnel or areas without Technology Services approval.

Documentation. Humble ISD policy mandates that all grants be submitted with acknowledgement by the campus/district writer of intentions to submit a grant by completing an *Intent to Submit a Grant form* and to document grants awarded by completing a *Documentation of Grant Received form* to the Office of Community Development. Additionally, District applicants using DonorsChoose.org are required to complete the *Humble ISD DonorsChoose.Org FUNDED Project form* if their projects are funded.

PROCEDURE: *The following procedures have been put forth to provide guidance regarding the disposition of technology assets of the District.*

Tag/Inventory. Upon purchase and receipt of technology purchased through grants, donations, gifts, sponsorships, personal solicitation, etc., through any means (Donor Pages, Wish Lists, DonorsChoose.org, other) on behalf of Humble ISD or an Humble ISD campus or department, must be inventoried, imaged, and tagged as District property.

Campus Technology Assignment. Employees who are leaving one Humble ISD campus or department must return any mobile District-owned technology (laptops, iPads, netbooks, cell phones, PDAs, data projectors, etc.) in their possession to their campus principals for inventory by the campus technologist. Technology is not transferrable from campus to campus within Humble ISD for technology purchased for a particular campus population or for a particular use, as indicated in a grant, donor page, or donation program online, where the criteria for application includes the use of the District name, campus name, job title and or campus population.

Separation from Humble ISD. Employees who are leaving Humble ISD must return any mobile District-owned technology (laptops, iPads, netbooks, cell phones, PDAs, data projectors, etc.) in their possession to their campus principals for inventory by the campus technologist. The Office of Community Development staff will work with department managers/chairs to identify technology purchased with grant, donor funding, gifts, sponsorship, etc. or other such external sources.