Donation Scheme: Devices4Schools

If you have a personally-owned laptop, tablet, or mobile phone that you would like to donate to charity, the University’s Devices4Schools scheme provides guidance. Donated devices support schools in their provision of home learning.

# How the scheme works

1. The University of Oxford, through the Devices4Schools scheme, works in partnership with [Oxfordshire Community Foundation](https://oxfordshire.org/) (OCF) and [Aspire](https://www.aspireoxfordshire.org/)
2. OCF’s [digital inclusion initiative](https://oxfordshire.org/project/getting-oxfordshire-online/) aims to extend access to digital devices and to the internet in disadvantaged communities in the county, in conjunction with Oxfordshire County Council
3. Aspire handle the processing and redistribution of donated devices for OCF. The University of Oxford has an obligation to support education through its charitable donations, so devices donated through Devices4Schools will be used specifically to benefit school students

N.B. The University cannot collect, prepare, or distribute any machines. This scheme puts individuals in touch with one of our charitable partners, and then it is up to the individual to arrange the donation and delivery of equipment.

# Suitable equipment

Schools can make rapid and effective use of the following devices:

* Windows 10 laptops/tablets
* Mac laptops
* iPads
* Android tablets
* Chromebook/ChromeOS devices

# Preparing equipment for donation

Our guide “[How to prepare IT equipment for donation](https://help.web.ox.ac.uk/donating-it-equipment)” explains how to: check that your equipment is suitable, make sure there are no licensing issues, and securely wipe your device to remove personal data / account settings and so on.

Support and advice on preparing equipment for donation is available from [device@it.ox.ac.uk](mailto:device@it.ox.ac.uk).

# University/College-owned machines

Any equipment purchased by the University or a College should be returned to the appropriate IT team for disposal according to legal requirements.

Details on the Devices4Schools scheme for batch processing of University devices can be found on the [How to donate or recycle IT equipment through Computer Aid](https://help.it.ox.ac.uk/recycle-with-computeraid) webpage.

# Instructions for Donating your Device

**Please note: the following details are contingent on the COVID-19 regulations in force. Please follow the current government guidelines regarding travel.**

1. Print off and complete the Donor Form in Appendix A of this document. Please complete the details as fully as possible and deliver with your device
2. Email [john@aspireoxford.co.uk](mailto:john@aspireoxford.co.uk) to advise Aspire when you expect to deliver the device and what you are donating
3. Deliver your device to: Aspire Oxford, St Thomas' School, Osney Lane, Oxford, OX1 1NJ

Once you have made your donation, please email [device@it.ox.ac.uk](mailto:device@it.ox.ac.uk) with the details of the equipment you have donated. We love to hear from our donors and it enables us to monitor the success of the scheme.

# National Schemes

It is recognised that this scheme is aimed at supporting schools local to Oxfordshire but many members of staff live further afield. To this end we recommend staff consult the guidance on the [BBC’s Give a Laptop pages](https://www.bbc.co.uk/programmes/articles/5SqHJMTKZx5sYhlltXJvB1Q/give-a-laptop) which links to regional activities.

Links to some of the other schemes around the country are listed below. If you know of others you would like added to the list, please email details to [device@it.ox.ac.uk](mailto:device@it.ox.ac.uk).

* [Department for Education](https://www.gov.uk/guidance/get-laptops-and-tablets-for-children-who-cannot-attend-school-due-to-coronavirus-covid-19)
* [Restore](https://www.restore.co.uk/Technology/Resources/Case-Studies/Laptops-Donation)
* [Big Issue](https://www.bigissue.com/latest/donate-your-old-laptop-to-schools-in-lockdown-with-this-online-map/)
* [The Restart Project](https://unioxfordnexus-my.sharepoint.com/personal/jesu0497_ox_ac_uk/Documents/Documents/Projects/10-Small%20Initiatives/2020-12%20Laptops%20for%20Schools/•%09https:/therestartproject.org/where-to-donate-your-computer)
* [UK fundraising](https://unioxfordnexus-my.sharepoint.com/personal/jesu0497_ox_ac_uk/Documents/Documents/Projects/10-Small%20Initiatives/2020-12%20Laptops%20for%20Schools/•https:/fundraising.co.uk/2021/01/12/how-to-donate-laptops-for-home-learning-amid-covid19-lockdown/?cmpredirect)
* [Sustainable Wantage](https://sustainablewantage.org.uk/?page_id=2194)

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# Appendix A

DONOR FORM

Print a copy of this form, complete the details and deliver it with the device you are donating.

Please do email [device@it.ox.ac.uk](mailto:device@it.ox.ac.uk) with the details of the device you have donated!

|  |  |
| --- | --- |
| Type of device  (laptop, phone etc.) |  |
| Make and model of device  (such as Apple MacBook Air) |  |
| Operating system loaded Y/N |  |
| Supplied with original power cable Y/N |  |
| Data deleted/device restored to factory settings Y/N |  |
| When was the device last used (if known)?  An indication such as “last week” is OK |  |

Some donors like to include a short message to the school student who will receive their device. This could be about what the device has meant to you or what it has been used for whilst you have owned it, such as:

“My children used this laptop while they were studying for their GCSEs. I hope you enjoy using it as much as they did”

“I used this laptop for the three years while I studied for my Classics degree”

“I wrote my thesis on this laptop”

Messages should not include personal details.

If you would like to include a short message, please write it in the space below:-