



Minnesota Computers for Schools

Technology Transformed

Minnesota Computers for Schools (MCFS) improves student success by transforming donated computer technology into greater educational opportunity for K-12 students in Minnesota.

SPECIAL KIDS PROGRAM

Program Description and Guidelines

Special Kids is a program designed to assist those young people **who are frequently absent or are having significant difficulties in the classroom because of chronic illness or other special needs**. Through an **application** process, families can apply for computer equipment at a reduced rate; generally \$50.00 for a desktop computer or \$100.00 for a laptop computer. The remaining cost of the equipment is covered by grant funds or special donations. Printers will be provided, if available at time of purchase. Families will be responsible for obtaining their own internet service provider, as well as software. We do not have adaptive equipment available. (Resource for adaptive equipment: the STAR Program, www.starprogam.mn.us).

The minimum specifications for the equipment are:

Pentium 4 desktop system: 1.9 GHz processor, 1 GB memory, 40 GB hard drive, CD-ROM drive, Windows XP Operating system, one-year warranty.

or

Pentium 4 laptop: 1.4 GHz processor, 512 Mg memory, 20 GB hard drive, CD-ROM drive, Windows XP Operating system, one-year warranty-excluding battery.

Please make sure that the software that you plan on having your child use will work on the equipment described above.

Application Process

- The student's parents/guardian should complete the attached **application**. The application must include a description of the need and anticipated benefit to the child. The **medical referral** should include a statement from the medical professional working with the child, that because of the child's diagnosis, the child is struggling academically or misses a significant amount of school.
- Identify a school contact person and have that person complete the **school contact form**. (See section School contact responsibility below or call if any questions).
- The **family application, medical referral** and the **school contact** form should be sent to Minnesota Computers for Schools by mail or fax. (mailing address and fax number are on the application form).
- The Executive Director reviews and approves the application. Factors to be considered will include the need and letters of support, equipment availability and availability of financial aid funds.
- Upon approval, the applicant's family will be notified and asked to send a check to Minnesota Computers for Schools to cover their portion of the equipment cost. A complete description of the computer will be provided to the family to ensure that the computer equipment will be adequate for the child's needs.
- The laptop/computer will be shipped to the student's school. Instructions on how to use the laptop/computer and basic technical support will come from the school. **Technical support and warranty issues will also come through the school to MCFS.**

School's Responsibility

MCFS requires that the child's school be involved in this program. We have found that through a partnership with MCFS, the family and a contact at the child's school, the chance of a child's success with using a computer at home will increase. The school contact person can be any staff person at the child's school who is willing to take on the following responsibility:

1. Receive the equipment at the school.
2. Instruct the family on how to use the computer. Example, how to set up a desktop system, how to start the computer, how to install software.
3. If the family is having difficulty with the computer at home, they will discuss the issue with the school contact. If the school contact determines that it is a hardware issue, the school contact person will call tech support at Minnesota Computers for Schools to get the problem resolved.

****Because of the school's involvement, applications will only be accepted from September through April**.**

Due to the large number of requests and limited grant funds available, we are not able to fill each request for a computer. Consideration is given to each application received based on the student's needs.

**Minnesota Computers for Schools 970 Pickett Street North Bayport, MN 55003
Phone: 651-779-2816 Fax: 651-747-1613**

About Minnesota Computers for Schools: Minnesota Computers for Schools is a program whose purpose is to provide affordable technology solutions to schools, teachers, and nonprofits that serve disadvantaged youth and those with special needs. It is a partnership that trains inmates at the Stillwater Correctional Facility to refurbish and upgrade computer hardware donated by businesses and places the systems in Minnesota K-12 public, private, and charter schools and educationally based nonprofit organizations. Unusable components are recycled and salvaged.

How does Minnesota benefit?

Minnesota's K-12 **students** receive the technology they need to prepare for their future. These refurbished computers are made available to schools and educational nonprofit organizations providing vital educational programming.

Minnesota **businesses** can donate their recently replaced (but still useable) computers confident that students will benefit.

Minnesota's **environment** benefits from the recycling and salvage of components that are no longer functional. Many tons of potentially hazardous waste is diverted from landfills.

Minnesota's **communities** are served by an implementation of "Restorative Justice". Inmates at Stillwater's correctional facility are not only contributing to a program that benefits society but are learning skills that will increase their employability upon release.

For additional information regarding Minnesota Computers for Schools, please visit our website at: www.mncfs.org.

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SPECIAL KIDS PROGRAM APPLICATION

Please complete this application and **fax to (651) 747-1613** or mail to:
 Minnesota Computers for Schools, 970 Pickett St. N., Bayport, MN 55003
 If you have questions about completing this form, please call us at (651) 779-2816

Identification Information			
Student Name			
Address	City	County	Zip Code
Parent or Guardian Name:	Daytime Telephone Number	Evening Telephone Number	
Age and grade of student:	Teacher contact	Name of School	
Briefly describe how the equipment will be used. Attach additional page if necessary:			
Assurance / Certification Statement			
<p>In qualifying for reception of equipment via Minnesota Computers for Schools, the recipient agrees to the following:</p> <ol style="list-style-type: none"> 1.) Submit survey information as requested 2.) Computers/equipment received will be put into use within 90 days of receipt 3.) To indemnify and hold Minnesota Computers for Schools, its donors and sponsors harmless from any and all liability with respect to any equipment received at any time 4.) With regard to donated equipment that is no longer in working order: recipient is responsible for proper and lawful disposition of any and all items received from MN Computers for Schools. 			
_____ Signature of Parent or Guardian		_____ Printed/Typed Name	
Date: _____			

Include school contact form, letter(s) of support and medical referral with this application.



SPECIAL KIDS SCHOOL CONTACT INFORMATION

This form should be included with the Program Application form.
If you have questions about completing this form, please call us at (651) 779-2816

Identification Information			
Student Name			
School	City	County	Zip Code
School Contact Information	Daytime Telephone Number		
		Name of School	
Briefly describe how the child could benefit from having a computer to use at home.			
<p>In agreeing to be the support person for the family, the school contact person agrees to:</p> <ol style="list-style-type: none"> 1. Assist the family with instructions on how to set up and use the computer. 2. Provide "first line" of support to family for tech support issues. 3. Call MCFS tech support for issues that are not able to be resolved by the Contact person. 			
_____ Signature of School Contact Person		_____ Printed/Typed Name	
Date: _____			

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