



Nonprofit Technology Resources

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<http://NTRonline.org>

*Celebrating Our
32nd Year of Service*

For Teachers: Free Computers for Your Students

What would you do differently in your classroom (and with the student's homework) if you knew that all of your students had a computer with Internet access at home? If you have a good feeling for this idea, Nonprofit Technology Resources can help by giving a free computer to the students who do not have access to a computer at home.

Here is how you can help your students receive free computers:

- I. Call NTR (215-564-6686) and ask for either Dave or Stan to find out how soon we might have the resources to provide your students with free computers.**
As this fact sheet is being composed, we have funding to give away over 100 computers. This project has been going on for over 8 years, so we expect that we will continue to expand the number of computers we can deliver each year. Your phone call can help us plan for the needs of your students.
- II. Write a letter to NTR describing your class (or classes). Describe how computers in the hands of your financially challenged students would change how you teach or make assignments. Include a written promise to write a follow up report six to nine months from the time your students receive their computers.**
The letter should be addressed to our Director, Stan Pokras. It would be good to keep to one page, but you can write more if you feel that our funders or we will benefit from your exposition. We may use your letter in our search for funding by including it with our proposals to foundations. We have seen consistent support from a number of foundations and the number of new ones has been growing as we gain experience delivering a quality program and as our partnerships with teachers like you continue to increase in number. Once we have worked with you, your future requests will be given special consideration.
- III. Choose a group of 8 to 15 students to participate in our hardware distribution workshop. Groups larger than 15 may be served in multiple sessions.**
Our classroom comfortably holds 12 students and their parents. Once we go over 12 our room gets to be crowded and it becomes more difficult to provide our orientation training. In this session, we cover what is on the computer (the software). If the group can benefit from it, we also have them open the computer and learn to identify many of the components. We frequently demonstrate how to make simple hardware changes such as adding RAM or replacing a CD drive.
- IV. Have the group of 8 to 15 students each write a letter to NTR. They should mention their affiliation to you, and describe what having a computer at home will mean to them.**
The student letters should be a single page, hand-written. They should include their name, address and phone number. They should mention how they are related to you and what they expect to be able to accomplish with the computers. For example they might say, "I'm in Mr. Smith's 6th grade class at Green Elementary School. I want a computer to be able to complete my homework assignments using the Internet." Collect the letters and send or bring them along with yours to NTR.

Information Technology Support and Training for Nonprofit Organizations in the Philadelphia Region

The official registration and financial information of Nonprofit Technology Resources may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

V. Scheduling

Once we have letters from you and your students, we will proceed to establish a date, time and duration for their hardware distribution workshop. The date will be a minimum of 2 weeks after we have all the letters. We prefer to have the letters in advance so that we know who is coming to receive the computers. We also prefer that there are only a very small number of last minute additions or deletions from the list of participants.

VI. Plan for your group's hardware distribution workshop. Parents are invited to attend.

All computer recipients must participate in the hardware distribution workshop. This will take from one to three hours depending on the needs of the participants. A parent or other adult must accompany children under 13. The students must have some means to take their computer home after the workshop. Students who arrive late interrupt the program, please ask everyone to arrive at the agreed time.

Other Issues

A. Here is what the students will receive:

- The computers will come with a monitor, keyboard, mouse, CD ROM drives, floppy drives and speakers.
- They will have and an assortment of "office" software, typing tutors and some games.
- Each student will be assigned a free dial-up Internet account thanks to the Critical Path Project, a program of the AIDS Library and Philadelphia Fight. The Internet service will require access to a telephone line.

B. Printers

Due to the fact that used printers are much less reliable than refurbished computers, at this time we have no printers to offer. Printers will have to be the family's responsibility. Hopefully you will be able to provide a printer for the students to use in the classroom.

C. Three Year Guarantee

Our guarantee includes repairing or replacing (at our discretion) the computer for up to three years. Students usually have to leave their computer at our shop for repairs. We do not work on computers outside our workshop. There is no charge for our maintenance work. However, AOL's software installation has proven to be detrimental to many computers and we strongly discourage its use. In fact, **while we will normally repair any problem that occurs with our computers at no charge, we charge a service fee of \$50 to restore a computer that has had AOL installed.** Also, we do not promise to recover user files. Repaired computers will be restored to their original state. Users must have their important files backed up.

D. Upgrades & Additions

NTR offers a workshop called "*Bring A Computer, Ask A Question.*" During this session our staff and volunteers assist participants in the repair and maintenance of their computers. **This workshop is available to school students for free.** A limited supply of spare parts is available to school students at no charge. Please ask our staff for a flier about this program.