

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
OFFICE of FUNDED PROGRAMS**

INSTRUCTIONAL COMPUTER SOFTWARE PROGRAM

Definition of Computer Software

- Instructional computer software is defined as prepared educational programs that are subject oriented for **use by students in conjunction with computers.**
- Instructional computer software programs must be required **for use as learning aids** in a particular class or program.
- **Audio-visual DVDs are not software** (can be requested under Library Loan).

Definition and Examples of Religious, Denominational and Sectarian Materials

- Materials whose primary purpose is to teach or reinforce a particular religious dogma (e.g., Bible-Old Testament & New Testament, Navi, Kesuvim, prayers, blessings, religious laws, religious holidays, stories that pertain to the above).
- Materials with displayed religious symbols (Torah, Cross, etc.) whose content is culturally exclusive and therefore defines it as denominational, despite a secular tone.
- Authoritative or official approval by a religious figure endorsing a book as a good religious book to read.
- Teachings of religious leaders (Rashi, Rambam, etc.) in relation to the interpretation of above prohibited materials.
- Materials used as part of a religious studies program vs. secular studies program.
- Biographies of religious leaders are permissible, however, they must pertain to the individual's life, not explain their religious teachings.

Computer Software Policy and Guidelines

- Computer software loans are the sole property of the East Ramapo Central School District. Proper care of loaned materials is expected.
- Computer software **may not contain religious, denominational, or sectarian material.** (*See definition and examples above*).
- Use the most current catalog of any particular vendor.
- Nonpublic schools are expected to thoroughly research instructional computer software before ordering.
- Schools may not purchase or return instructional computer software directly from or to vendors. East Ramapo Central School District will not reimburse schools for purchases made directly through a vendor/publisher.
- The Office of Funded Programs must process all purchasing and returns of computer software.
- Computer software **will ship to the Book Depository, not the schools.** The Book Depository will inform the school when to pick up the software.
- Computer software may not be disposed of without written permission from the Office of Funded Programs.
- Schools disposing of computer software without permission may be required to reimburse the East Ramapo Central School District for their cost.

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INSTRUCTIONAL HARDWARE LOAN PROGRAM

Eligible Expenses (permitted items):

- Hardware items are for **Student use only** for instructional purposes.
- Examples of permitted loans: mini-computers; microcomputers; peripheral devices including printers, video display plotters, storage units; telecommunications hardware; including modems, special hardware boards, cables, audio, video, touch sensitive and other electronic to human machine interface hardware and other such computer hardware as may be required for the operation of a computer-based instructional program.

Ineligible Expenditures (items not permitted):

- Instructional computer hardware and equipment intended for administrative use or religious purposes.
- Examples of loans **not permitted** include internet connectivity, T1 communication lines, e-mail services, PDAs, iPods, fax machines, digital cameras and blank disks, musical instruments, CD players, cassette tape recorders.

Computer Hardware Policy and Guidelines

- Instructional computer hardware loans are the sole property of the East Ramapo Central School District. Proper care of loaned materials is expected.
- Instructional computer hardware loans **are not for use with software that contains religious, denominational, or sectarian material.** (*See definition and examples in Instructional Computer Software*).
- Use the most current catalogs for correct prices.
- Schools are not to purchase or return instructional computer hardware directly from or to vendors. East Ramapo Central School District will not reimburse schools for purchases made directly through a vendor.
- East Ramapo Central School District will not purchase replacements for instructional computer hardware that cannot be returned to the vendor for a refund.
- Instructional computer hardware will ship to the Warehouse, not the schools. The Warehouse will arrange for delivery to the school.
- There will be random checks of nonpublic school inventory for audit purposes.
- Do not dispose of instructional computer hardware without written permission from the Office of Funded Programs.
- Schools disposing of instructional computer hardware without permission may be required to reimburse the East Ramapo Central School District for their cost.
- The Office of Funded Programs will process all purchasing and returns of instructional computer hardware.