

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H108 - Computer Software And Electronics Media
Code	H108
Status	Active
Adopted	November 13, 1991
Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

Policy Number: H108

Title: Computer Software and Electronics Media

Section: Property

I. Purpose

To provide students and staff with computer software and electronic media to meet the students' needs in an efficient, economical manner.

II. Authority

The Joint Committee directs that the acquisition, use and currency of all software and electronic media in EASTERN shall be:

Compatible with existing equipment

Consistent with district standards for educational programs

Consistent with legal protections, copyrights, license provisions.

III. Definitions

Software - Programs, data, routines, etc. for use in a computer contained on disk, diskette, tape or other medium that is used to install, transfer, store, or provide access to such.

Electronic Media - Pre-recorded materials such as videotapes, audiotapes, compact disks, laser disks, etc.

IV. Responsibility

The Director shall approve all requests for software and electronic media to ensure their compatibility with existing hardware and software and EASTERN's needs and goals.

The Business Manager shall ensure that all software and electronics media is obtained through established purchasing procedures:

Recorded as fixed asset within EASTERN's inventory procedures.

Maintained in EASTERN's official records by filing the original copy of software and electronic media, licenses, contracts, agreements, copyrights associated with software, etc.

Installed and used in accordance with licensure and copyright agreements.

Maintained and updated.

Adopted: 11/13/91

