

The Board of Education recognizes its responsibility to loan instructional computer hardware and software to all students legally attending any nonpublic elementary and secondary schools within the District or schools approved by school authorities. Only instructional computer hardware and software acquired with State funds shall be loaned to such students. Hardware and software to be loaned includes:

- o Mini-computers;
- o Microcomputers;
- o Peripheral devices (e.g., printers, video display plotters, and desk storage units);
- o Telecommunications hardware (e.g., modems);
- o Special hardware boards;
- o Cables;
- o Audio, video, touch-sensitive, and other electronic to human interface hardware; and
- o Such other computer hardware that may be required for the operation of a computer-based instructional program.

Computer hardware and software shall only be loaned upon the individual written request of nonpublic school students or by a representative of the nonpublic school which the student attends. Computer hardware and software will be loaned to any school within the District which qualifies; the value of such materials will be determined by the applicable State Aid allotment for the relevant school year.

Such request form will be provided by the Superintendent of Schools or his/her designee and shall be submitted by June 1 of each year prior to the year for which the hardware and/or software is being requested. Requests made after the deadline may be accommodated if there is a reasonable explanation for the delay. In the event a child enrolls in a non-public school after June 1, his or her parent or guardian may request a loan of computer hardware within 30 days after enrollment. Additionally, the parent or guardian must provide a guarantee for the return of the hardware or for payment for the value of the hardware in the event of loss or damage to it as is required of public school students to whom hardware is loaned.

The instructional computer hardware loaned remains the property of the District and each such record shall bear an identifying label. Upon return, the instructional computer hardware loaned must be returned to the purchasing agent or the purchasing agent of the nonpublic school. The instructional computer hardware shall also be returned upon express request of the purchasing agent. The District shall also be responsible for taking an annual inventory of such computer hardware and software.

The District shall ensure that such loans to nonpublic school students will be free of charge and that no such charges may be imposed for expenditures related to freight, postage, distribution, storage, recordkeeping, or administration. The District shall also ensure that such loans are made equitably to each person requesting such materials.

#### *Records Maintained by the District*

The District shall maintain a record of expenditures incurred from State aid received for the loaning of instructional computer hardware. The report of expenditures may include the purchase price of the hardware and software, including the cost of freight or postage for delivery of the hardware to the district. Expenditures related to distribution, storage, recordkeeping, or administration may not be included for instructional computer aid purposes.

The District shall permit the storage of the loaned computer hardware upon the property of a nonpublic school. The District however, shall furnish the nonpublic school with an inventory of the hardware loaned to the individuals attending the nonpublic school. The nonpublic school shall advise the District of any hardware that is not returned, with the name and last known address of the borrower.

Ref: 8 NYCRR §21.3  
Education Law §753

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