



U.S. General Services Administration

Enhanced Educational Opportunities Through The Computers for Learning Program



Computers for Learning

Reusing the Government's Resources

Education is a national priority. Every child should be educated to his or her full potential. The Computers for Learning (CFL) program helps accomplish this goal by increasing access to technology.

Transferring a computer to an eager student without Internet access gives a girl or boy the resources to succeed - and build a successful future for America. The Computers for Learning program places computers in classrooms and prepares children to contribute and compete in the 21st century. The CFL program allows government agencies to transfer excess computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.



Get Started Today!

In order to encourage and promote the reuse of computers, the U.S. General Services Administration (GSA) is proud to sponsor the re-engineered Computers for Learning (CFL) application at: www.computersforlearning.gov.

The CFL program evolved as a tool for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The Executive Order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and some educational nonprofit organizations. The CFL program specifically matches the computer needs

of schools and educational nonprofit organizations with excess equipment in federal agencies.

Direct transfers are authorized by law through 15 USC 3710(i) commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245 on February 14, 1992).

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

Make it Happen!

By registering at the Computers for Learning application, www.computersforlearning.gov, your school or nonprofit organization can be the recipient of excess government computers within a few short days. Registration has been simplified, and the process has been changed. No longer do schools have to wait to be selected by federal agencies; schools can now view the excess computer equipment reported by federal agencies and determine what they would like to request. For detailed information on using the web application, visit the "gateway" to connecting students to technology at: www.gsa.gov/computersforlearning.

Benefits of the Computers for Learning Program



Good for Schools

- Enables America's students to connect to the internet and integrates technology into the classroom
- Provides teachers with educationally useful equipment to educate our nation's youth
- Enables access to a broad range of educational programs and information
- Permits schools to acquire computer equipment at no cost except for transportation fees



Good for Government

- Provides beneficial reuse of government computers and related equipment
- Enables "giving back" to the community
- Maximizes the taxpayer's investment in computer equipment
- Helps ensure that our nation's children are prepared to contribute and compete in the 21st century



Good for the Environment

- Contributes to a green environment, by allowing for the three R's:
 - Reuse
 - Reduce
 - Recycle
- By facilitating the reuse of computer equipment, agencies:
 - Protect the environment
 - Conserve resources

For additional information about the Computers for Learning program, please visit www.gsa.gov/computersforlearning. For any additional questions, contact us at (866) 472-9161 or send an e-mail to computers.learning@gsa.gov.

Schools and Educational Nonprofits

The Computers for Learning application, www.computersforlearning.gov, includes a registration process for schools and educational nonprofit organizations. Once registered, schools and educational nonprofits can browse available items and submit requests for the items they need. The excess computer equipment becomes available as federal agencies upgrade their existing computer equipment. Agencies report available property to GSA for the Computers for Learning web site and schools can tailor their view to see only the property that is available in their geographical area.



Eligibility Requirements

Only schools and educational nonprofit agencies located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands can receive computer equipment through the Computers for Learning program.

School Eligibility

A school is eligible to participate in the Computers for Learning program, if the school is a public, private, or parochial school, serving some portion of the pre-kindergarten through grade 12 population. Day care centers must provide a state approved preschool curriculum.

The National Center for Education Statistics [NCES] number or 501(c) Tax Identification Number is required in the registration process. Agencies may require additional proof that your school or educational nonprofit organization qualifies to receive computer equipment through the Computers for Learning program.

Educational Nonprofit Eligibility

An educational nonprofit organization is eligible if:

1. It is tax exempt under section 501(c) of the United States federal tax code;
2. It serves pre-kindergarten through grade 12 students; and
3. It is established exclusively for educational purposes.

An educational nonprofit organization must meet ALL of the eligibility requirements. Any federal agency that selects your educational nonprofit organization for a computer transfer will also ask you to provide proof of your eligibility.

Registration for Authorized Recipients

Since we have implemented a new system, all eligible schools and educational nonprofits must re-register to use the new Computers for Learning application at www.computersforlearning.gov. With this new system, schools and educational nonprofits will have a more fair and equitable chance to obtain federal excess computer property.

All eligible schools must provide a valid National Center for Educational Statistics (NCES) number to continue to complete registration. Schools can find this number by going to the NCES web site at: www.nces.ed.gov/globallocator.

All educational nonprofits must enter a 501(c) Tax Identification Number to continue to complete the form. To obtain a 501(c) Tax Identification Number, go to www.irs.gov.

If a user does not provide a valid or correctly formatted NCES or 501(c) number, an error message will appear. After three attempts, the user will then have to re-start the registration process.

Selecting Computer Equipment

Eligible schools and educational nonprofits will use the virtual shopping cart process available in the Computers for Learning application. Requesters will be able to easily identify what equipment is available anywhere in the United States.

The items available for viewing will be categorized as:

- Desktop Systems
- Laptops
- CPU's
- Monitors
- Keyboards
- Mouse
- Printers
- Scanners
- Servers



Placing an item in the virtual shopping cart will indicate an interest in the requested computer equipment. The Computers for Learning system will generate an e-mail to the owning agency advising them that they have a request for their property. The owning agency will select the school or educational nonprofit organization to receive the property and notify the selected recipient via a system generated e-mail (accompanied by a Transfer Document) offering them the equipment. The Computers for Learning Transfer Document must be signed by the approving official identified at registration, scanned electronically and returned by e-mail or fax to the owning agency, either accepting or declining the equipment.

Accept the Transfer

Upon receipt of the signed transfer order, the owning agency will confirm allocation. This action will generate a confirmation e-mail to the requester and approving official, advising them of when and how to receive the property. Upon pick-up or shipment (for which the requester must pay) the owning agency property manager will provide a copy of the transfer order.

The owning agency will determine how long the recipient has to pick up the equipment (normally within 7 calendar days or sooner). If the equipment is not picked up in the amount of time allotted, the recipient may forfeit the equipment and the owning agency may withdraw the offer.

If the approving official decides they do not want an item that is listed on the Transfer Document, they must change the quantity to "0" before returning the transfer document. If the approving official determines that none of the equipment is wanted, they should mark the appropriate box and inform the owning agency as soon as possible.



Responsible Disposal

Since title transfers when the requester receives government property (your school or nonprofit organization is now the owner) we ask that when it is time for you to dispose of your

used equipment that you do so in an environmentally friendly manner.

1. Be sure that you adhere to your state's laws and guidelines.
2. Follow EPA guidelines - Pass it on! www.epa.gov/plugin



Frequently Asked Questions



1. I have been registered on Computers for Learning for more than a year. Recently, I tried to use my account and it would not accept my password. What am I doing wrong?

Effective April 15, 2007, all registered users of Computers for Learning were required to re-register to receive a new User ID and password. Your old User ID and password is no longer valid.

2. Why are home schools no longer eligible for Computers for Learning?

It is GSA's position that home schools are not covered under Executive Order (E.O.) 12999 or the federal Utilization and Donation Program. Section 4 of E.O. 12999 contains the following definition: "(a) "Schools" means individual public or private education institutions encompassing pre-kindergarten through twelfth grade, as well as public school districts." To receive computers under E.O. 12999, a home school must be an educational institution encompassing pre-kindergarten through twelfth grade, or be able to receive surplus donated property under Title 40 USC.

3. What are the eligibility requirements for an educational nonprofit organization to be considered eligible?

15 U.S.C. 3703 states that a Nonprofit Institution means "an

organization owned and operated exclusively for scientific or educational purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual."

4. Do schools and educational nonprofit organizations pay for excess computer equipment they acquire through the Computers for Learning program?

No. Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the Computers for Learning program. However, they are responsible for shipping and transportation costs.

5. Are third party computer recycler/reusers or nonprofit computer recyclers eligible to receive computers or computer equipment under E.O. 12999?

No. Nonprofit computer reuse or recycling programs may not register to receive computer equipment through the Computers for Learning program.

6. What kind of computer equipment should schools and educational nonprofit organizations expect to receive from the government?

Executive Order 12999 defines "educationally useful federal equipment" as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment.



Computer software is also included where software vendors permit the transfer of licenses [Executive Order 12999, Section 4(c)]. Federal agencies need to check with each software vendor or licensor for permission to transfer specific software. However, operating systems are a component of a computer's hard drive and should remain with the computers.

7. What if computer equipment needs repair or upgrading?

Once the school takes title/ownership of the computer equipment, repairs and upgrades are the responsibility of the school.

8. Who owns the property after it has been transferred to a school or educational nonprofit?

When an agency transfers a computer to a school or educational nonprofit activity under Title 15 USC 3710 (i), the holding federal agency releases its ownership of the computer and the recipient activity gains ownership of the property upon receipt.

When an agency transfers a computer to a State Agency for Surplus Property (SASP) through GSA's donation program, title to the computer is vested with the United States government until a one-year period of restriction is met. During the period of restriction, the donee has conditional title to the computer that allows the

donee to take the computer into its custody and use it. After the period of restriction is met, the donee gains title to the computer.

9. Is there a limit to how much excess computer equipment an agency may transfer to a school or educational nonprofit organization?

No. However, agencies are required to ensure the fair and equitable distribution of excess computer equipment on a national level.



Executive Order 12999- Educational Technology: Ensuring Opportunity for All Children in the Next Century.

In order to ensure that American children have the skills they need to succeed in the information-intensive 21st century, the federal government is committed to working with the private sector to promote four major developments in American education: making modern computer technology an integral part of every classroom; providing teachers with the professional development they need to use new technologies effectively; connecting classrooms to the National Information Infrastructure; and encouraging the creation of excellent educational software. This Executive Order streamlines the transfer of excess and surplus federal computer equipment to our nation's classrooms and encourages federal employees to volunteer their time and expertise to assist teachers and to connect classrooms.

Accordingly, by the authority vested in me as President by the Constitution and the laws of the United States of America, including the provisions of the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3701 et seq.), the Federal Property and Administrative Services Act of 1949, ch. 288, 63 Stat. 377, and the National Defense Authorization Act for Fiscal Year 1996, Public Law 104-106, it is hereby ordered as follows:

Sec. 1. Protection of Educationally Useful Federal Equipment

(a) Educationally useful federal equipment is a vital national

resource. To the extent such equipment can be used as is, separated into parts for other computers, or upgraded--either by professional technicians, students, or other recycling efforts-- educationally useful federal equipment is a valuable tool for computer education. Therefore, to the extent possible, all executive departments and agencies (hereinafter referred to as "agencies") shall protect and safeguard such equipment, particularly when declared excess or surplus, so that it may be recycled and transferred, if appropriate, pursuant to this order.

Sec. 2. Efficient Transfer of Educationally Useful Federal Equipment to Schools and Nonprofit Organizations.

(a) To the extent permitted by law, all agencies shall give highest preference to schools and nonprofit organizations, including community-based educational organizations, ("schools and nonprofit organizations") in the transfer, through gift or donation, of educationally useful federal equipment.

(b) Agencies shall attempt to give particular preference to schools and nonprofit organizations located in the federal enterprise communities and empowerment zones established in the Omnibus Reconciliation Act of 1993, Public Law 103-66.

(c) Each agency shall, to the extent permitted by law and where appropriate, identify educationally useful federal equipment that it no

longer needs and transfer it to a school or nonprofit organization by:

(1) conveying research equipment directly to the school or organization pursuant to 15 U.S.C. 3710(i); or
(2) reporting excess equipment to the General Services Administration (GSA) for donation when declared surplus in accordance with section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 484(j). Agencies shall report such equipment as far as possible in advance of the date the equipment becomes excess, so that GSA may attempt to arrange direct transfers from the donating agency to recipients eligible under this order.

(d) In transfers made pursuant to paragraph (c) (1) of this section, title shall transfer directly from the agency to the schools or nonprofit organizations as required by 15 U.S.C. 3710(i). All such transfers shall be reported to the GSA. At the direction of the recipient institution or organization, and if appropriate, transferred equipment may be conveyed initially to a nonprofit reuse or recycling program that will upgrade it before transfer to the school or nonprofit organization holding title.

(e) All transfers to schools or nonprofit organizations, whether made directly or through GSA, shall be made at the lowest cost to the school or nonprofit organization permitted by law.

(f) The availability of educationally useful federal equipment shall be made known to eligible recipients under this order by all practicable means, including newspaper, community announcements, and the Internet.

(g) The regional Federal Executive Boards shall help facilitate the transfer of educationally useful federal equipment from the agencies they represent to recipients eligible under this order.

Sec. 3. Assisting Teachers' Professional Development: Connecting Classrooms.

(a) Each agency that has employees who have computer expertise shall, to the extent permitted by law and in accordance with the guidelines of the Office of Personnel Management, encourage those employees to:

- (1) help connect America's classrooms to the National Information Infrastructure;
- (2) assist teachers in learning to use computers to teach; and
- (3) provide ongoing maintenance of and technical support for the educationally useful federal equipment transferred pursuant to this order.

(b) Each agency described in subsection (a) shall submit to the Office of Science and Technology Policy, within 6 months of the date of this order, an implementation plan to advance the developments described in this order, particularly those required in this section.

The plan shall be consistent with approved agency budget totals and shall be coordinated through the Office of Science and Technology Policy.

(c) Nothing in this order shall be interpreted to bar a recipient of educationally useful federal equipment from lending that equipment, whether on a permanent or temporary basis, to a teacher, administrator, student, employee, or other designated person in furtherance of educational goals.

Sec. 4. Definitions For the purposes of this order:

(a) "Schools" means individual public or private education institutions encompassing pre-kindergarten through twelfth grade, as well as public school districts.

(b) "Community-based educational organizations" means nonprofit entities that are engaged in collaborative projects with schools or that have education as their primary focus. Such organizations shall qualify as educational non-profit institutions or organizations for purposes of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended.

(c) "Educationally useful federal equipment" means computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It

shall also include computer software, where the transfer of licenses is permitted.

(d) "Nonprofit reuse or recycling program" means a 501(c) organization able to upgrade computer equipment at no or low cost to the school or nonprofit organization taking title to it.

(e) "Federal Executive Boards," as defined in 5 C.F.R. Part 960, are regional organizations of each federal agency's highest local officials.

Sec. 5. This order shall supersede Executive Order No. 12821 of November 16, 1992.

Sec. 6. Judicial Review

This order is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers, or its employees.

WILLIAM J. CLINTON
THE WHITE HOUSE,
April 17, 1996.



Smarter Solutions

Enhanced Educational Opportunities Through The Computers for Learning Program



GSA CMLS
501 Felix Street, Suite 1101
Warehouse 9, Section F
Fort Worth, TX 76115-3411

Return Service Requested

PRESORT
STANDARD POSTAGE
AND FEES PAID
GSA
PERMIT NO. G-30

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

www.gsa.gov
June 2007

5-07-00435