

## Technology Policies

### **Purchasing and Inventory**

Each staff member shall be responsible for maintaining an accurate inventory of technology equipment and software assigned to them.

The principal shall designate an individual to insure compliance with district technology purchasing procedures. This individual shall:

- a) Work with the staff to obtain price quotes from the district office and/or obtain price quotes from approved vendors; noting the purpose for equipment/software and considering hardware/networking requirements.
- b) Sign all RTP's/PO for purchases to ensure proper records are kept for purchases and file paper work in staff technology folders for future references.
- c) Revise and edit individual inventories when equipment/software arrives; working with individual teachers on installing the software/peripherals to insure compatibility with computer systems, noting service numbers for installing software, identifying special problems with installation
- d) Give staff members a new copy of inventory.

Original copies of the software must be kept on school grounds. It is preferred that the original software be kept with the appointed school personnel to insure the ease of retrieval when upgrades and/or tech trouble make it necessary to reinstall. Copies of the software will be made for individual teachers when necessary; noting copyright laws of software. If teachers need to keep originals stored in the classroom, the location of the software will be noted on the individual's inventory.

If software is found on a computer hard drive not in compliance with copyright laws and/or having the proper license, it will be revoked from the hard drive and the principal shall be notified.

### **Technology Access**

All faculty and students enrolled at Madison Southern hall have a signed District Acceptable Use Policy on file.

Students not having authorization to the Internet and/or E-Mail should be denied access while on school grounds – first hand or second-hand.

Failure to abide by District AUP regulations shall result in disciplinary action.

### **Technology Placement**

The principals or his designee shall annually evaluate and recommend the placement and/or relation of technology (computers or peripherals) to ensure effective integration and maximum usage.

The SBDM and/or principal shall consider the recommendation prior to the purchase, placement or relation of technology.

*Adopted: March 20, 2012*