

Dell Rapids School District #49-3

Policies and Regulations Code: D – Fiscal Management



DJA - TECHNOLOGY PROCUREMENT POLICY

The policy is to ensure that the purchasing, and receiving of hardware, software, peripherals or any other equipment is **consistent** throughout the Dell Rapids School District. All purchases of hardware, software and any other information technology resources must comply with the mission, goals, and strategic outcomes set by the Dell Rapids School District. DRSD technology purchases must be sustainable, compatible with existing systems, follow educational practices, meet curriculum needs and can be effectively supported by IT staff.

The Dell Rapids School has numerous agreements with hardware, software, network, and telecommunications vendors, service agencies, multimedia companies, and others. Existing agreements will prioritize new purchases and may affect the approval or denial of IT requests.

All IT purchases regardless of funding sources must be approved by the District IT Department and comply with Information Technology purchasing guidelines set by the District IT Department and state bureaus.

This policy applies to all technology resources and related services owned, used or operated by the Dell Rapids School District, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: Computers and servers of any form; Software, Internet web tools, Internet curriculum and information systems; Technology services, consulting, and maintenance contracts; Peripheral equipment (e.g., printers, scanners, etc.); Network devices; Television, audiovisual, surveillance and projection equipment; Security systems, door locking, alarm, and environmental monitoring equipment.

Software Licensing

The Dell Rapids School District will install district owned software on district owned devices only. Software that is not licensed to the district will not be installed on district owned devices. The district will not install personal/user owned software on district owned devices. Doing so would violate the end user agreement for the software package. The School District will not install district owned software on non-district owned devices. Doing so would also violate the districts software's licensing agreement. The district will not allow the use of web software that has been purchased by the district to be used on non-district devices. Individuals using web software not purchased by the district on district owned devices would violate the end user agreement. Failure to follow software licensing policies could lead to legal consequences for the individual and or district.

Public Gifts / Donations to the Schools

The Dell Rapids IT Department reserves the right to accept, deny, own, manage and or dispose of any IT item given to the Dell Rapids School District. As stated in Dell Rapids School District Policy Code KH- School-Community Relations.

Dell Rapids Purchasing Procedure

IT Standardization allows the district to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs and increase access to training and assistance.

To ensure that all equipment and software meets or exceeds Dell Rapids School District's standardization specifications the following will be used when considering new purchases:

- Compatibility with district network environment.
- Compliance with district technology security and risk assessment practices.
- Suitability based on assessment.
- Educational/instructional need.
- Promotion of student learning.
- Licensing compliance for software purchase.
- Hardware and software that can be efficiently supported.
- Availability of sufficient resources including initial and recurring costs.
- Availability of products through either state contract or approved vendors.

To request IT purchases DRSD staff will need to fill out an IT Purchase request. This must be done using the k12 members site and filling out a support request for new IT Purchases. Once the request is made the IT Director will evaluate the request and work with the building principal to either approve or deny the request. Following approval, a requisition will be submitted to the business office by either the building level Principal or Director of Technology. Upon completion of the Purchase Order, the requested IT item will be ordered.

Funding for IT projects From Outside Sources

The funding for IT equipment, software, and other IT projects by means other than district funds is discouraged. The district also understands that there are times when it may be necessary for outside resources to provide funding for Technology requests. If outside funding is required for procurement, the following procedure must be followed.

To request IT purchases paid for by means other than district funds, DRSD staff will need to fill out an IT Purchase request. This must be done using the k12 members site and filling out a support request for new IT Purchases. Once the request is made the IT Director will evaluate the request and work with the building principal to either approve or deny the request. If the project is approved the IT Director will contact the staff member that submitted the request and ask that individual to provide contact information of the source of funding. The entity providing the funding must provide the district a check made out to the Dell Rapids School District for exact amount of the IT project.

Once the check has cleared the bank and following notification from the business office, a requisition will be submitted to the business office by either the building level Principal or Director of Technology. Upon completion of the Purchase Order, the requested IT item will be ordered and considered property of the Dell Rapids School District. All associated data, hardware, and licensing is also considered property of the Dell Rapids School District.

If you have any questions regarding the technology purchasing process, e-mail dellrapidstechnoffice@k12.sd.us. For questions or assistance, contact us at (605) 428-5473 x480.

Removal of Non-Approved IT Resources

The Dell Rapids Technology Department reserves the right to remove any unauthorized hardware or software from the classroom, staff issued devices, and other district owned technological devices. The Dell Rapids School District will not be held liable for damages, maintenance, repair, or replacement of user installed hardware or software before, during, or after the removal process.

ADOPTED: 3-13-2023