



Park City School District New Technology Purchases

Summary

This procedure defines the process for requesting new hardware and software solutions. It explains the steps necessary in testing the hardware and software to make sure it is compatible with our district network structure.

This procedure applies to all requests for new technology in the district, regardless of the funding or source (including grants, gifts, and normal purchasing).

Procedure

1. A request should be made with a helpdesk ticket using the “Technology Request” category.
 - Include, at a minimum, the name of the technology item and a source for more information such as a website (including more detail will help expedite the process).
2. The ETS will review the request and check the Approved Technology List to determine if there is any current information for the item in question.
 - If the item is not listed, then the review process will continue to the step 3.
 - If the item is listed, the following actions will be taken based on the item status:
 - **Approved:** the request will be **APPROVED**. No further review is necessary and the item can be purchased.
 - **Denied for Technical:** the request will be **DENIED**.
 - **Denied for Non-Technical:** the request requires further review based on non-technical issues (DLP, school equity, policy or admin issue, no funding source)
 - **Approved with Review:** the request requires further review based on the conditions specified in Approved Technology List
3. Requestor will review the request with the appropriate building team for school-level approval and determination of funding. **The review process will not continue without a budget source; budget information must account for any continuing funding needs.** The building review teams are as follows:
 - PCHS: department teams
 - TMJH: TBD
 - EHMS: TBD

- Elementary: TBD
 - PCEF: Technology Administrator (Joe Stout) and Associate Superintendent of Teaching and Learning (Dr. Kathy Einhorn)
4. If the building team decides to proceed with the request, two parallel reviews will commence. Both reviews must be successful for the request to be approved.
- Technology
 - Review for technical issues including, but not limited to, functionality, network issues, and required support resources.
 - Curriculum
 - Includes review by district curriculum staff
 - Reviewed for issues including equity between schools, supersession of local projects, and compatibility with district curriculum goals

If either review strand fails, the review team will notify the requestor and provide details.

Note: While every effort will be made to keep the approved solutions lists current, they may become out of date as vendors update their product lines. Please contact the building ETS or the Technology Department if you have any questions.

Related Documents

- Technology Evaluation Rubric