

SOFTWARE STANDARDIZATION POLICY

Code **DJBC** Issued **8/05**

Purpose: To establish the board's vision and the basic structure for standardizing the purchase and utilization of software in Charleston County School District.

The board recognizes the value of acquiring quality instructional and administrative software for use in all schools and offices in the Charleston County School District.

The district will standardize all software used in the district to accomplish the following.

- effectively integrate technology into the classroom to support state curriculum standards and instruction
- provide technology to support the district strategic plan
- assist in leveraging resources
- efficiently complete administrative tasks

The district will realize the following benefits through software standardization.

- Software tiles are evaluated from an instructional viewpoint prior to purchase.
- District schools and offices are assured that costly software will operate effectively on the district network and computers prior to purchase.
- The limited number of software packages in use will enable the district to provide support and assistance much more effectively and economically.
- Schools may receive volume-pricing discounts based on district procurements.
- Collaboration and communication among schools and personnel are more effective through the use of the same software packages.
- More customized, in-depth user training is available for the supported software.
- Schools receive guidance on purchasing instructionally sound district-approved software to support the learning process.
- Data-driven decision making supports software acquisition and use.

Professional staff in the district may select which software to order and use provided it has been approved and the appropriate software acquisition and purchasing procedures are followed.

District employees shall adhere to the established regulations for purchasing software as listed on the district's website.

Both hardware and software purchases must have the department of information technology's approval. The district's hardware, software and networks are interdependent and, therefore, the department of information technology must ensure all systems are compatible or has other educational justification approved by the superintendent.

Adopted 8/8/05