Standard Operating Procedure

1. Purpose

In order to provide uniform approach to cybersecurity and continuity of support for our district improvement plan, Technology Services will need to provide a vetting process to ensure all solutions are fiscally and operationally feasible for Waco ISD. This Includes the purchasing of new hardware and software, as well as renewals for software.

2. Technology Services Authority

The purchasing of new hardware and software, as well as renewals for software, must be vetted through Technology Services.

All computer purchases.
- Laptop and Desktop
- Instructional Technology Hardware: Projectors and Document Cameras and other Audio/Visual Learning appliances
- Printers
- ***All purchases of this type should be completed prior to end of business the last day in February.***

All software purchases.
- New software will need to be vetted through the digital review process attached prior to approval.
    - We have several solutions currently in place and do not want to duplicate spending or increase workloads of campus or district personnel and training efforts.
    - Also, an assessment of existing products is needed to assess if the product is not being utilized to the fullest.
- Existing software will continue to follow the normal purchasing process, but still require contacting of Technology Services and Curriculum Instruction to verify current usage.
- ***All Software Digital Reviews will be conducted two times per year, December and again in May.***
    - This will allow for implementation, planning, and training of new platforms during non-peak times in the educational calendar.

3. Campus Purchase Authority

The following items do not require Technology Services Authorization or quotes. We will assist if needed, but these items are available for purchase through existing approved vendors.
Existing equipment ancillaries.

- Cables
- Adaptors
- Printer Ink
- Speakers/Headphones/Audio
- Thumb drives
- Presentation clickers and like products
- Projection Bulbs (Technology Assisted)

Documents: Technology SOP's
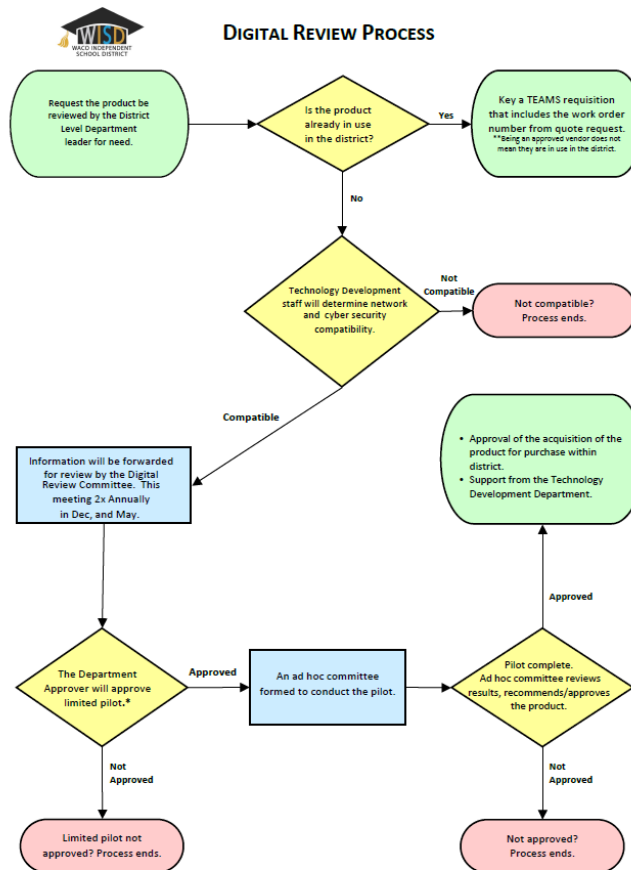
4. Responsibilities

Technology Services will:
- Collect and disseminate quotes to the campuses from approved vendors for Waco ISD for the Inclusions of this SOP.
- Initiate a digital review process for all new software request.
- Technology will initiate a Life Cycle Replacement audit annually of all hardware for replacement or platform changes.   This includes student and faculty devices.
- Ensure that the purchase conforms to the district improvement plan.

Campus personnel will:
- Ensure that Technology Services and Curriculum Instruction are included in the vetting process for all new software or hardware.
- Collect quotes for the items listing in Section 3.

Digital Review Process

DIGITAL REVIEW PROCESS

The requirement to pilot the product may be waived based on scope of the proposed project, reference checks, results of testing, etc.

Documents: Technology SOP's

New Software Evaluation Rubric

Waco ISD Digital Review

Rubric: Software Evaluation Rubric

Evaluation of Education Software

Software Evaluation

	Poor 1 pts	Fair 2 pts	Good 3 pts	Excellent 4 pts	Comments (N/A)
General Software					
Content	Poor. No alignment to district initiatives exists. Content does not meet district goals or standards No Departments approve.	Fair. Limited alignment to district initiatives exists. Content meets few district goals or standards. Some Departments see value.	Good. Good alignment to district initiatives exists. Content meets some or most district goals and standards of the district. Departments approve.	Excellent. Direct alignment to district initiatives exists. Content meets most to all district goals and standards of the district. All Departments approve.	Comments
Reporting Features	Poor. Product has no, or little, reporting ability.	Fair. Product has reporting ability, but it is not compatible with our district systems.	Good. Product has reporting systems that are easy to understand.	Excellent. Product has simple reporting/ printing/ exporting options and is compatible with other district systems.	Comments
Support Materials/Training	Poor. Support materials do not exist. Technical support is inadequate. Unable to track student progress.	Fair. Limited options for assistance are given. Tracking student progress is available occasionally.	Good. Assistance is available but not quickly accessible. Additional resources are available, and training is available.	Excellent. Assistance is readily available via website and many additional sources are available. Dedicated success manager is assigned to the district for assistance and training.	Comments
Technology Services	Poor. No security features. Does not integrate with current systems. No provisioning for authentication. No monitoring logs.	Fair. Security features are few and integration is minimal. Authentication is at the software level. Monitoring is minimal.	Good. Student and Faculty data are shared and authentication occurs through district level. Security complies with SB 820.	Excellent. Student and Faculty data are secure with verified SB 820 practices. Redundant systems are in place and monitoring is included.	Comments
Educational Software					
Environment	Poor. No clear use of the software in regular classroom activities.	Fair. Few lessons can be used in the classroom setting and there are few suggestions for use of the material for whole class, individual or group lessons.	Good. Software can be integrated in classroom activities and there are suggested uses for whole class, individual and group lessons.	Excellent. All features can be used in classroom activities and the material includes activities for whole class, individual and group lessons.	Comments
Critical Thinking	Poor. Student not given opportunity to engage in higher level thinking.	Fair. Student given limited opportunities to engage in higher level thinking.	Good. Student given some opportunity to engage in higher level thinking.	Excellent. Student given extensive opportunities to engage in higher level thinking activities.	Comments
Assessment/Pre-Assessment Component	Poor. Assessment is unrelated or not available.	Fair. Assessment does not engage learner and additional assessment is required.	Good. Assessment is usually appropriate and can provide some measure of what has been learned.	Excellent. Pre-Assessment (screen-er) available and assists with placement of student in appropriate lesson/levels. Assessment is suited to goals and student ability and easily assesses what has been learned.	Comments

Documents: Technology SOP's

	Poor	Fair	Good	Excellent	Comments
Teacher Accessibility	Software allows the teacher limited to no access to the monitoring of activities, assignments, assessments, and grades	Software allows the teacher moderate access to whole group monitoring of activities, assignments, assessments, and grades	Software allows the teacher full access to whole group monitoring of activities, assignments, assessments, and grades	Software allows the teacher full access to individual student monitoring of activities, assignments, assessments, and grades. Can be accessed by Teacher, Administration, and District level.	Comments
Effectiveness in teaching	Software is ineffective in teaching desired content. Interactivity is unrelated to learning, not directed at student enjoyment.	Software is partially effective in teaching desired content, with limited interactivity and appeal to students.	Software is mostly effective in teaching desired content, with some interactivity that appeals to students.	Software is effective in teaching the desired content in an interactive way that students will enjoy while learning.	Comments
Progress Learning	Students advance at a much too slow or too fast pace. Speed is not based on individual needs	Students advance at a slightly slow or fast rate. All students advance at the same speed.	Students advance at a moderate rate. Most students advance at the same speed.	Students advance at a speed that is appropriate to their individual learning needs	Comments
Interactivity	Lacks enhancements to actively involve the learner/user.	Minimal enhancements to actively involve the learner/user.	Contains some enhancements to actively involve the learner/user.	Possess many enhancements that require learner/user to remain actively involved.	Comments

Comments:

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Administrative signatures needed:

Technology Services   Curriculum Instruction   Principal/Administration

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Finance/Business Services   Departmental: Bilingual/Special Education/Athletics/Facilities/Other Departments

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Documents: Technology SOP's