

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

ACQUISITION AND UPDATING OF TECHNOLOGY

Technology Purchases

Technology significantly impacts the classroom and the operation of school districts. The District's technology plan must address all operations in the District. Primary attention shall be given to the integration of technology into the curriculum and instructional practices. The plan must also relate to the importance of technology in the administration of the schools, including the management of the schools' facilities and resources. The Superintendent or his/her designee shall work with staff to monitor and implement this plan.

Students must be technologically literate and acquire skills and knowledge that allow them to function comfortably as productive citizens in a technologically oriented society. Hardware purchase and replacement is one of the components requiring attention in the instructional program promoting technology literacy and the use of technology in district operations.

New Programs

Specifications for hardware selection shall be designed to ensure durable, functional and updated equipment.

In the selection of new resources, the District must review not only new and desirable technologies, but should also assess existing technologies to determine how they can be integrated with the new. The sophistication of integrated systems can be one of the major strengths of technology for schools.

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the administrative and support staff. Pilot projects shall be established and evaluated for effectiveness when appropriate prior to implementing a new technological program on a District-wide level. District support shall be given to those technologies that substantially improve efficiency, reliability or learning beyond current practice.

Whenever funds are allocated for the purchase of new technological hardware or software, resources shall also be allocated for staff training and the necessary supplementary materials and documentation.

Upgrades

The Salem Board of Education recognizes the need for continuous upgrading of District technological resources. As part of the annual budget process, the Superintendent shall submit a proposal to the Board of Education for upgrading the District's technology resources based on a replacement cycle of not longer than five (5) years. The proposal shall be consistent with the Board approved district technology plan which includes recommendations for expansion of

resources where appropriate, provisions for staff training, curriculum development, and instructional integration. The District Technology Plan shall be considered by the Board as a part of the annual budgeting process.

Guidelines for Technology Purchases

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the goals and objectives of the District approved technology plan.
 - a. Hardware and software decisions shall be the result of comparisons and the study of the products from a variety of the vendors.
 - b. Hardware purchases shall be the result of consultations with other users, demonstration programs, compatibility with district needs and evaluation of its worth from the standpoint of usability and "instructional merit".
 - c. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware.
 - d. Training options shall be reviewed. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goals of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, workshops and courses.
 - e. Consolidation of purchases shall be planned to insure a more favorable price or bid.
 - f. A technical resource, hardware or software shall not be taken out of service until all possible use of the resource within the District/school is exhausted.

(cf. 6162.61 Copyright/Use of Copying Devices)

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