CURRICULUM/INSTRUCTION

Software and Software Services Acquisition

Purpose

The purpose of this policy is to provide guidelines for requesting purchase and installation of software, as well as the purchase of software services, most commonly delivered via the internet.

Goal

The goal of this policy is to provide District students sustainable and cost-effective software that supports the learning process.

Definitions

Integrated Software Systems – These systems rely on exchanging information with each other. Examples may include systems that exchange data between our student information system, personnel systems, financial systems and systems used for learning.

Software Services – These services bring software applications through a web browser. Generally they are hosted and accessed through the internet. Software services provide both core and supplemental curriculum materials.

Distributed Software – This software is typically distributed on network workstations. This software has a specific application and integrates within District standards for networking and computing.

Core Software – Core software is represented by Office Suites, Design Suites, browsers and multi-media players. Some examples include MS Office, Adobe Design Suite, Internet Explorer and Windows Media Player.

Staff Home Use Software – This software may be provided to current staff members free of charge, or at a significantly reduced rate. The District makes no warranties of any kind, either express or implied, that the software functions will be error-free or without defect. Staff members are required to comply with all licensing terms and conditions.

The Superintendent shall establish procedures for requesting, reviewing and approving software and software services.

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                   January 28, 2015