

Curriculum Instruction

Software Acquisition Procedures

Approval Process

Software and Software Services must be approved by the Teaching and Learning Services Department. The Teaching and Learning Services Department will advise if the approved products are core curriculum products, or supplemental to curriculum. All approved software must be tested by the technology department prior to purchase.

Core Curriculum Software:

1. Purchase and management is usually done at a District level.
2. Internet-based software is open for access to all students.

Supplemental Software:

1. Purchase and management is generally done at the school level.
2. Internet-based software is open for access to all students who have not opted out of internet access.

Integrated Software Systems:

1. New and replacement integrated software systems must be approved by the Technology Department and the Assistant Superintendent, or designee prior to testing. Due to the nature of integrated software, testing is usually extensive, and can be costly in both time and materials. Approved integrated software that demonstrates successful integration, may be purchased.
2. Integrated software must provide an automated and secure method for data transfer between systems.
3. Integrated systems must meet the SIF (School Interchange Format) standard.
4. Every attempt should be made to utilize existing functionality before purchasing additional systems.

Distributed Software:

1. Distributed software is the most expensive to acquire and maintain. All distributed software must go through the approval process, and technical testing before purchase. Distributed software must be operable within the current District standards for operating systems, hardware and network infrastructure.
2. To maximize access and minimize costs a Software Services product should be chosen whenever available. Distributed software should be installable to a server or web host. Software that is accessible by individual machines only must have an installer that allows for automated remote installations.

Software Service:

Software service is the least expensive software to acquire and maintain. All Software Services must go through the approval process, and technical testing before purchase. Software Services must operate within District standards for browsers and communication systems.

Core Software:

All core software standards for teaching and learning are developed jointly by the departments of Teaching and Learning Services, and Technology. Core software standards for ancillary and support activities within the District are developed jointly by the Technology Department, and the District software customer department. All core software must go through the approval process, and technical testing before purchase.

Core software is consistent throughout the District. The Technology Department is responsible for ensuring that approved core software works within the District standards through a testing process. Only software that successfully conforms to current operating and network systems within the District will be installed.

Software for Special Needs:

Software for special needs must be authorized by the Special Services Department. The Technology Department will work with the Special Services Department to ensure that their students are able to access specific software titles that serve their special needs.

Adoption Date: February 13, 2013