


THERE ARE RULES ABOUT WHAT YOU CAN PUT ON SCHOOL DISTRICT COMPUTERS

DANGER! Software can be harmful to your computer, and unvetted/unapproved material puts you, our School District, (and especially our Students) at RISK.

BE ADVISED: You cannot download anything on any School District computer or device without approval; even if it's "free", or if you want to (pay for it yourself... which is not ok).

DON'T PANIC and KEEP READING - WE CAN DO THIS TOGETHER! We CAN follow the rules and still GET YOU WHAT YOU NEED, and GET IT FAST; we have systems in place that will streamline the approval process. [If you are wondering about that program you already got without approval, (i.e. S'more, Pear Deck, Raz Kids, Cricut, Screencastify, or that online Student activity you bought from Teachers pay Teachers), the answer is: **NOW IS THE TIME** to start doing it right.] To get a new program (or to renew one you already have), or to get a new computer, device, software, or (anything) for your District computer, it must be approved in advance. **Ask for help;** your Admin. Secretary will help you do it correctly! The School District has devices, licenses, and curriculum solutions that (you might not know we have), which have all been properly vetted and approved by Network Services and the Software Review Committee. Submitting your request will make the best use of District resources, AND it will help the District plan, and (know) which programs you are using, to make sure we are supporting you the best way possible.

What is Software exactly? Like MC Hammer says, you "**Can't touch this**".
Definition: "Software" is a resource that incorporates the benefit of computerization/computation.

Note:  A "pdf" (Portable Document Format), such as a printable worksheet, book, or Teacher guide, IS NOT SOFTWARE; it is simply another version of a publication and can be purchased like a supply, without extra approval.

Check out this [FLOW CHART](#) for help!



Hi! I'm your Purchasing Pal. Check out these DETAILS!

STOP and THINK!

Look for these "keywords":

D – "Download", "Digital access"

E – "EULA" (End User License Agreement), "Extension" (ie. Google Extensions)

T – "Technology", "Terms of Service"

A – "Access", "Add-on", "App", or online "Activity" (ie. TpT sells these)

I – "Install", "Intangible"

L – "License"

S – "Software License Agreement (SLA)", "Subscription", "SaaS" (Software as a Service)

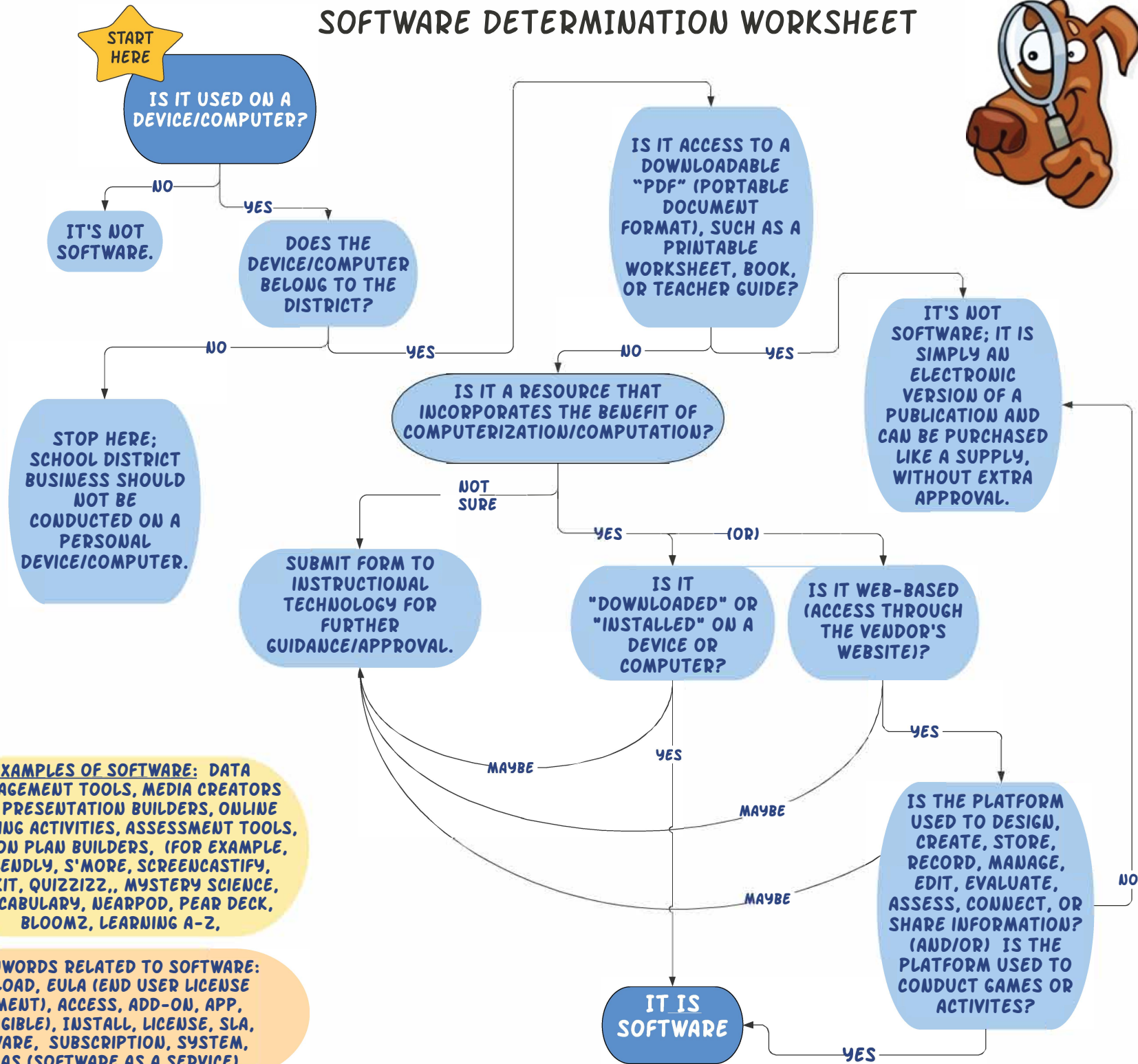


- ✓ Contact Teaching & Learning when you need [Instructional Technology](#) to support your Curriculum.
- ✓ **If you signed up for a "free trial" without approval; cancel it now and submit your request to purchase it if you want to keep using it. Definitely cancel it before it starts charging the School District!**
- ✓ **Again. Do not buy Software with your own credit card.**
- ✓ **Be Prepared:** If you know what software you are going to need; submit your request NOW.
- ✓ **Always "opt out" of automatic renewals (Remember...future years are not yet funded).**

For a complete outline of the FNSB School District's provisions and use of technology for staff and students, please refer to [Board Policy & Admin. Regulations; Chapter 8.](#)

~ This guidance was prepared by the [Purchasing Dept.](#) and is intended for all FNSBSD Educators and Staff ~

SOFTWARE DETERMINATION WORKSHEET



EXAMPLES OF SOFTWARE: DATA MANAGEMENT TOOLS, MEDIA CREATORS AND PRESENTATION BUILDERS, ONLINE LEARNING ACTIVITIES, ASSESSMENT TOOLS, LESSON PLAN BUILDERS, (FOR EXAMPLE, CALENDLY, S'MORE, SCREENCASTIFY, GIMKIT, QUIZZIZZ,, MYSTERY SCIENCE, FLOCABULARY, NEARPOD, PEAR DECK, BLOOMZ, LEARNING A-Z,

KEYWORDS RELATED TO SOFTWARE: DOWNLOAD, EULA (END USER LICENSE AGREEMENT), ACCESS, ADD-ON, APP, (INTANGIBLE), INSTALL, LICENSE, SLA, SOFTWARE, SUBSCRIPTION, SYSTEM, SAAS (SOFTWARE AS A SERVICE)