ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Software Application

The software form must be uploaded to iVisions as part of the requisition attachment.

OCSD Instructional Software Implementation Plan: Section 1

Identification	
Date Submitted:	❑ New Application ❑ Application Renewal
School or Department:	
School Contact Person:	School Contact Person's Email Address:
Title of Resource:	
Version:	Copyright Date:
Producer/Author:	
Vendor/Application:	
Vendor Representative:	Vendor's Phone #:
Vendor's Address:	
Vendor's Website:	
Please choose all that apply (Highlight or check box) (discuss with vendor for new applications) ❑ Classlink/Clever Connector ❑ LTI Connector through Canvas ❑ PowerSchool Integration ❑ iPad/Microsoft/Google App Name ○ _____ ❑ Web based Application	Classroom/Individual License: Current Cost $ School-Wide License: Current Cost $ District-Wide License: Current Cost $
What will be the ongoing costs of this resource? Please list all cost, components and their amount: (Annual licenses, upgrades, support, etc.)	
Will remote (home) use be available? Yes No	
Please provide a brief description of the product and the skills that will be addressed in your educational setting to support teachers and students.	
How will this application integrate into your instructional day and support the OCSD curriculum and state standards?	

How will teachers be trained on the software or program? Instructional technology for OCSD must be included in any software/program training?

OCSD Instructional Software Implementation Plan: Section 2

Target Age Group (Circle/Highlight All that Apply)						
Grades	4K-2	3-5	6-8	9-12	Career Center	District Office

Subject Area Addressed (Circle/Highlight All that Apply)						
ELL	Career Education	Math	Health/PE	Math	Performing Arts	Reading
Science	Special Education	Social Studies	Technology	Visual Arts	Writing	Other:

Delivery Method or Type of Software (Circle/Highlight All that Apply)				
Course	Creativity	Critical Thinking	Drill	Lesson
Practice	Simulation	Testing Tool	Tutorial	Writing Tool

OCSD Instructional Software Implementation Plan: Section 3

Instructional Plan
Goals:
Examples of Use:
Does the application duplicate services provided by another application being implemented by the district? If so, what is the application?
Evaluation Criteria (Measurable):

OCSD Instructional Software Implementation Plan: Section 4

If software does not meet protocol during any step, send it back to the school administrator.

Step 1: Fill out Protocol for School Software or Instructional Applications Form.

Step 2: Email this form to **itfacilitators@ocsdsc.org** (Curriculum and Instruction Department).
(If Software does not meet protocol, curriculum and instruction will reach out for more information regarding request.)

Coordinator(s) of Instructional Technology and/or Content	Comments	Signature and Date
Director(s) of Schools ❑ Primary/Elementary Schools/Programs ❑ Secondary Schools/Programs	Comments	Signature and Date
Assistant Superintendent of Curriculum and Instruction	Comments	Signature and Date

Step 3: After approval from Curriculum and Instruction Department, the form is given to the Technology Department for approval. (If Software does not meet protocol, send form back to school.)

Information Technology Applications Coordinator	Comments	Signature and Date
Director of Technology	Comments	Signature and Date

Step 4: After approval from Technology Department, the form is given to the Superintendent.

Superintendent	Comments	Signature and Date

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