

Board Policy Document

EDUCATIONAL PROGRAM

Series 600

Policy Title: Computer Software Acquisition

Code Number: AR662

The following process will be followed for all software purchases:

1. The building department chair or the Principal will submit the “Request for Software Evaluation Form” and the software to the Head Teacher in the curricular area. The Head Teacher will review the software to make certain it aligns with the district’s standards and benchmarks, supports the district’s school improvement plan, and is research-based.
2. The Head Teacher must contact the Technology Department to check system compatibility and requirements.
3. The Head Teacher will give feedback to the department chair or Principal regarding information gathered in steps 1 and 2.
4. The building department chair or the Principal will need to completely fill out the form.
 - a. All the contact information at the top of the form is the software publisher contact information and should not be the information of the reseller.
 - b. Submission date should be the date the form is sent to the appropriate Head Teacher.
 - c. All submissions must contain Core Indicators with the matching Standard and Benchmark.
 - d. The description needs to be explained in great detail on how it will be integrated into your classroom. Vague or obscured descriptions will be denied.

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Revision Adoption:

Legal Reference:

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5. The Head Teacher will notify the requestor if approved or denied. If approved, the Principal or Head Teacher will create a purchase requisition for the purchase of the software and forward it to the purchasing department.

See Board Policy 603.10 (AR603.10).

Request for Software Evaluation

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Software Title: _____

Version: _____

Software Publisher: _____ Web Address:

Address:

Phone: _____ Fax: _____ Email:

Submitted By: _____ Submission Date:

Subject Area(s) that are addressed:

What Curriculum Standard(s), Benchmark(s) and Core Indicator(s) are addressed:

How will the software be specifically used in the curriculum:

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District Office Use Only

YES - By signing below I acknowledge that the above software is aligns with the District's Curriculum Goals.

Head Teacher _____

Director of Curriculum _____

NO - By signing below I am denying this request due to the notes that I have written above on the application.

Head Teacher _____

Director of Curriculum _____