Technology Procurement Guidelines

Introduction & Purpose

MSD Wayne Township has made the use of educational technology a high priority in the belief that, with proper use, student performance and staff productivity are significantly improved. In accordance with the School Board Policy IJND section#7, standards in technology adoption help with maintaining optimal performance and assure the best professional development. The purpose of this document is to help ensure the most expedient and effective implementation of technology solutions in our schools and offices. By following these guidelines, we will be able to better meet needs and manage our resources.

Procurement of Software Media, Licensing and use of Web Applications:

Applications include all software media, licensing, web applications, plug-ins and sites that would be run on MSDWT devices and supported by its staff. These applications need to be evaluated and approved prior to adoption by students or staff.

Evaluation process

1. Software or Web application is identified that may be suitable for classroom use by a staff member.

2. After local review, determination is made by a teacher (grade level, subject area, team) group that this application is age appropriate and believed to correlate with our curriculum and technology standards.

3. Request for adoption of the new application is made via a technology Resource Request available on the MSDWT "Technology Resource Center" website.

4. Software procurement team review.

Team members: Asst. Superintendent of CIA or their designee, Chief Technology Officer or their designee, Curriculum coordinator(s) most closely aligned with the software being considered, Technology staff developer.   Process:
a. Technical alignment review. (IT Services)
b. Legal/ethical standards review. (IT Services/CIA Team)
c. Funding review. (IT Services/CIA team)

d. Curriculum correlation review. (CIA Team)
e. Decision by the software procurement team for full authorization, partial authorization (trial period), denial, or maintaining of pending status (additional information requested.)
f. If approved, procurement for field-testing begins. (IT Services)
g. Technical testing and implementation. (IT Services)

Systems applications as well as operating systems and utilities will be evaluated, selected and implemented through the Chief Technology Officer or their designee.

Those applications which are approved will be fully supported through the IT department and undergo periodic review for version upgrades, continued appropriateness, etc.

Current adopted software:

Operating Systems
Windows
Android
Novell Netware

CoWriter	Angel
Accelerated Reader	Discovery Streaming
Let's Go!	Brain Pop
Math Keys	Garret e-Books
Riverdeep Math	Inspire
Wigglerworks	Holt Online
Little Planet	PEP
Type to Learn	MS Office 2010
Rosetta Stone	Inspiration
Curious George Phonics	Kidspiration
DreamWeaver	Docs To Go
Plato	ExamView
Write out Loud	CPS
SOLO	Adobe CS4 (Photoshop,
Ellis	Photoshop Elements, Acrobat,
PL Connect	Fireworks, Dreamweaver)
Lotus Notes	Pinnacle Studio
Crosspointe Gradebook	Microsoft PhotoStory
Crosspointe Student	Audacity
Management	Google Earth
Gateway Library System	Camtasia
Boardmaker	Mimio Notebook
Intuos 9X12 Tablet	Smart Notebook
Painter Classic	ActviInspire
Trivista Suite (Image	Skype
enhancement)	

Hardware Procurement

All requests for technology procurement must go through the office of the Chief Technology Officer. Hardware procurement decisions are made in accordance with our School Boards Policies, DOE mandated three-year technology plan, and MSD of Wayne established technical expertise and standards.

Application software may determine the hardware purchased and some hardware decisions may require applications or driver software. The IT team in coordination with the CIA team and in following established standards makes these decisions. Other considerations are:

• Is there appropriate furniture on site and assembled? *(Each building staff is responsible for purchase and assembly of their own computer/ tech furniture.)*

• Is there sufficient clean power available to run the hardware? *(Computers should run on their own electric circuit apart from laser printers, space heaters, refrigerators, fans, etc. with dedicated grounding.)*

• Have security issues been addressed? *(Can the hardware be made CIPA compliant? File servers should be in a secured, low traffic area.)*

• If the computer is to run on the building Local Area Network (LAN) are sufficient network drops or wireless access available?

• What are the warranty options? Is an extended warranty needed?

The IT staff is available to help with answering any of these questions. After all relevant costs have been tabulated; the requestor and the purchase order written through the IT Services Department must identify sufficient funds. All hardware purchases will be shipped to the Operations Center unless Chief Technology Officer deems otherwise. All items will be unpacked, inventoried, configured, and then taken to the appropriate site and installed. Installations must be coordinated with the school and IT.

Our promise to our technology users and a word about process:

Maintenance & Support:
If the above procedures are followed, the IT staff will provide and/or coordinate full support for the hardware and software products. All requests

for repairs, moves, installations, and configurations should begin with and involve the school TA. If the TA needs help in carrying out the task then they will see that a work order is completed.

Services:
Technical service requests that cannot be completed by the TA should be sent to the IT Solutions Center (ext. 6350). Such requests include the use of data equipment, telephones, PA systems, and clocks.

Conclusion: One of the most important aspects of administration is the management of scarce resources. Time and money are among the most important of these resources. This procedure manual is designed to be a management tool used to provide value added service to Wayne Township Schools.

Thank You,

The IT Services staff