administrative guidelines

SOFTWARE WEEDING

I.   The following criteria are established to facilitate appropriate retirement of software from the Port Washington-Saukville School District. There is a vast array of software available to educators. Thus, it is imperative that we focus our attention on software that enhances the curriculum, assists in teaching 21st Century Skills, and accommodates individuals, as well as providing equal opportunities for students throughout the District. When software fails to meet these needs, it becomes necessary to remove it from our collection.

II.   Software being considered for retirement may possess one or more of the following qualities:

   A.   Is not a part of the current curriculum

   B.   Is not compatible with District operating systems

   C.   Contains inaccurate, outdated, or inappropriate information

   D.   The adoption of more current or relevant software

   E.   Is not used

III.   Decisions for retirement are based on one or more of the following recommendations to the Director of Business Services:

   A.   Technology Services recommendations

   B.   Curriculum committee recommendations

   C.   Teacher recommendations

IV.   Weeding of the software collection should be done on an ongoing basis; special attention will be paid to software related to areas where curriculum is being developed.

V.   Technology Services will determine the proper disposal method for weeded software in accordance with Board Policy 7310 – Disposition of Surplus Property.

Cross reference:
Board Policy 7310 – Disposition of Surplus Property
Board Policy 7540 – Computer Technology and Networks

Approved: 1/8/09