

# Software Proposal Form

## Port Washington-Saukville School District

**Directions:** Complete the information on this form and submit to the appropriate curriculum chairperson in November (Schedule A)/March (Schedule B). Approved proposals are due to Technology Services by January 15 (Schedule A) or May 15 (Schedule B).

Date: \_\_\_\_\_

Technology Facilitator/Teacher Originating Request: \_\_\_\_\_

Chairperson: \_\_\_\_\_  K-4  5-8  9-12  K-12

Other Review Team Members: \_\_\_\_\_

\_\_\_\_\_  
*(Elementary software proposals must include team members from each school.)*

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1. Software Title: \_\_\_\_\_
2. Publisher: \_\_\_\_\_
3. Copyright Date: \_\_\_\_\_
4. Version: \_\_\_\_\_
5. Number of Copies Requested for Preview \_\_\_\_\_ Purchase \_\_\_\_\_
6. Is this an online subscription?  yes  no
7. Is a site license needed?  yes  no If yes, how many? \_\_\_\_\_
8. What is the cost per copy/license? \_\_\_\_\_
9. Is the software intended for teacher or student use? \_\_\_\_\_

How does this software enhance teaching or learning the curriculum?

Does this software address higher-order thinking skills? Explain.

**Software Proposal Response**  
Port Washington-Saukville School District

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**Compatibility:**

- Yes**, the software has been evaluated and will be compatible with our network.
- No**, the software is not compatible with our network.

Explanation:

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\_\_\_\_\_  
Software Specialist

\_\_\_\_\_  
Date

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**Educational Merit:**

- Yes**, the proposal has been approved.
- No**, the proposal has not been approved.

Explanation:

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\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

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Installation will be completed by \_\_\_\_\_

*A copy of this completed form has been sent to the following people:*  
*Building Principal(s):*

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*Curriculum Chairperson leading the Staff Review Team:*

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Software Evaluation Form  
Port Washington-Saukville School District

**Approved**       **Not Approved**

Name of Software: \_\_\_\_\_

Reviewers: \_\_\_\_\_

Curriculum Area: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Purpose of Software: \_\_\_\_\_

Date Completed (**Must be within 30 days of installation**): \_\_\_\_\_

Please keep in mind that a great deal of software is written for the home market and targeted to parents and children. Educational software with this intention is often edutainment and not especially valuable in a school setting.

**Directions:** This evaluation may be completed by each individual of the Staff Review Team or as a group effort. Please explore the software carefully and respond to the questions below. ***In addition, one professional review of this software must be attached to this form.*** Please return completed form to \_\_\_\_\_.

1. Does the software do something better or do better things?  
*In other words, will students be able to understand ideas and concepts better as a result of using the software, or will they be able to do things they could not do without it? Could you achieve your learning objectives just as well with traditional resources?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Does this software meet the objectives you are teaching?  
*This software should enhance and extend the curriculum, not be an entertaining add-on.*

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\_\_\_\_\_

3. Does this software engage students?

*Does it promote critical thinking, independent thinking, cooperative learning, investigative problem solving, creativity, etc.?*

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4. Is the software user-friendly? Could students use it independently?

*Are the directions clear and error free?*

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5. Are teacher support materials available? Is there a teacher version with reproducibles, handouts, extension activities, etc.?

*Are accompanying lesson plans valuable to you, or will you have to write your own to complement the program?*

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6. Does the software keep track of student performance? Can you change the levels for different learning styles?

*Does it lend itself to differentiation?*

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7. Will teachers need training to effectively use this product?  yes  no

If yes, how much time? \_\_\_\_\_ Are there tutorials?  yes  no

8. Does this software require any additional hardware?  yes  no

*Microphones, headphones, scanners, etc.*

If yes, what is needed? \_\_\_\_\_

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