

Software Request and Evaluation Procedure

Port Washington-Saukville School District

The Information and Technology Team has created the following process in order to facilitate efficient adoption of valuable software for 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 our curriculum, assists us in teaching 21st Century Skills, and accommodates individuals, as well as providing equal opportunities for students throughout the District. *District Technology Staff will not install or support software purchased without following this process.*

Software Adoption Timeline* with Steps for Software Acquisition

(The first month for each step is for Schedule A; the second is for Schedule B)

September/January:

- Technology Facilitators gather ideas and suggestions from staff

October/February:

- Technology Facilitators schedule and complete a work session to research available software
- Technology Facilitators bring results back to their buildings

November/March:

- **Software Proposal Forms** are presented to curriculum chairpersons at the appropriate level (elementary, middle, high) who will establish a review team and initiate a meeting to review proposals

January/May:

- Approved proposals must be turned in to Technology Services by January 15/May 15, where they will be acquired for preview and evaluated for network compatibility and educational merit through completion of a **Software Proposal Response**

March/July:

- Preview copies of software will be installed for staff review team

April/August:

- Staff review team will preview and evaluate software within 30 days of its installation
- Each member of the staff review team must complete the **Software Evaluation Form**. This can be done individually or as a group.

May/September:

- Completed **Software Evaluation Forms** must be turned in to the Information and Technology Team
- Selected software will be requisitioned and purchased.

July/November:

- New software will be installed

August/December:

- Appropriate training sessions will be offered to staff

**Software purchases for special education, talented and gifted, and to accompany textbook adoptions will not be required to adhere to the timeline.*

Some Useful Web Sites to Assist in Your Selection and Review Process

Multimedia & Internet@schools: <http://www.mmischools.com/Categories/ProductReviews.aspx>

SuperKids: <http://www.superkids.com/aweb/pages/reviews/reviews.shtml>

Technology & Learning Network: <http://www.techlearning.com/review.html>

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Gratitude is expressed to the Lakeland Central School District at <http://www.lakelandschools.org> for ideas used in this document.