

The following information is presented in the order of priority purchase and installation as a guideline to be followed when considering software purchases.

Administrative software

(SIS, Office 2003, Windows XP, etc.)

Determination of administrative software is done by administrative leadership and the Director of Technology.

Curriculum based software

Curriculum based software is approved by the C I & A Team. Requests must be submitted on the Software Application form for approval.

Software purchased to support and enhance district approved curriculum

Curriculum based software is approved by the C I & A Team. Requests must be submitted on the Software Application form for approval.

Co-curricular software

(sports timing, debate, etc.)

This software is a site purchase. Therefore, the decision to purchase is approved by the principal with Technology Dept. approval that it is compatible with the district/site network.

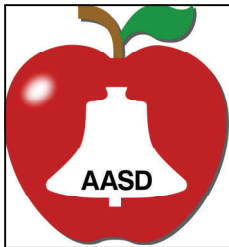
Software applications for individual or site purchase can be submitted to the committee at any time. Please send your software applications to Dale Hanson at Morgan.

When submitting an application for software purchase it is **IMPERATIVE THAT ALL REQUIRED SIGNATURES** are on the application and that the application is complete.

Software Previewing: Staff in the Appleton Area School District are encouraged to investigate and preview various software that supports curriculum and instruction. Software preview should be of a short duration, and with the approval of the site administrator and curriculum coordinator. District staff should not purchase software for preview. It should be understood that if a staff member purchases software for preview there is **NO Guarantee** that the software will be approved for permanent installation. Software for preview may only be used on limited number of machines. Please list those names on page 6

Software Purchases: District technology dollars will **NOT** be approved for individual building purchases. Site-specific software purchases must be funded through site means. District dollars are to be used for district-wide software purchases.

Software Installation: It is the policy of the AASD that software will be installed 2 times each year during the months of September and January. Software submitted at other times will be held until the next installation period.



CONTENT

1. What grade levels does this software address?	
2. Does this software reflect the curriculum and standards?	
3. Is the content information accurate?	
4. Does the software have supplemental material?	
5. Does the software represent diversity fairly?	
6. Is the software visually appealing?	

MANAGEMENT

1. Does the software include any assessment tools?	
2. Can the software be customized to fit the needs of the students?	
3. How much time (teacher/student) is needed to use the software effectively?	

BEST PRACTICES

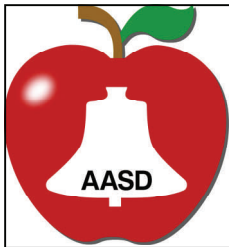
1. Does the software encourage interdisciplinary activities?	
2. Does the software address different learning styles?	
3. Does the software promote home/school partnerships?	
4. Does the software monitor the progress of individual students?	
5. Does the software adjust learning experiences appropriately?	
6. Does the software pose questions that require thinking beyond simple recall?	
7. Does the software provide accurate, meaningful, and constructive feedback?	
8. Does the software infuse "real life" situations into the activities?	
9. Are the directions and procedures clear?	
10. Does the software provide Internet links?	
11. Does the software engage students actively in the learning process?	

Approval Signatures:

School Administrator _____ Date _____

Curriculum Coordinator _____ Date _____

Director of Instructional Technology _____ Date _____



Information Technology Department

For IT Dept. use only



Software Classification: _____

Tested by: _____ Application #: _____

Minimum Hardware Already Approved District Server

Stand Alone Date Received: _____ Date Tested: _____

School: _____ Subject: _____

Name: _____ Grade: _____

Funding Source: _____

Software Title: _____

Version: _____ ISBN: _____

Support Contact Info: _____

Software Approval: Non-TextBook Based

<p>License Type (check one)</p> <p>Network:</p> <p>Site <input type="checkbox"/></p> <p>District <input type="checkbox"/></p> <p>Non-Network:</p> <p>Stand alone <input type="checkbox"/></p>	<p>Number of Licenses: _____</p>	<p>Where do you want the software installed? Please list the group or names of the computers. (i.e. COLWS60021302 or room 248 1-15)</p>
<p><i>Applications for software need to be approved by C,I&A before being installed. Software applications approved by C,I&A will be forwarded to IT for technical review.</i></p> <p><i>Submit this form (pages 2 & 3) to: Dale Hanson @ Morgan</i></p>		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Notes:

If checked, the above listed software is approved (technology wise) for use on the district computers listed above. **Approved**

Approved by: _____ IT Dept. Personnel Date approved: _____

Please Note:

- The IT dept. will need to keep permanent original copies of any software (and its respective License) that is installed on district computers.
- Please send the software to Adam Hanson @ Morgan when you have purchased it.
- Curriculum Software is installed twice each year (September & January), software received at other times will be held for the next install period.

Curriculum Approval must be obtained prior to installation.