



## Software Purchasing Procedure

All software and hardware purchases will align themselves with the instructional goals and objectives of the Le Roy Central School District. Prior to purchase, software will be previewed by the classroom teacher(s) and evaluated for educational applicability and appropriateness. In addition, software must be deemed compatible with the individual workstation as well as the entire LCSD computer network. In order to assure this, the following procedure must be followed:

1. Teacher identifies a particular piece of software that may be suitable for purchase OR teacher identifies instructional need and, working with the Technology Coordinator, locates software which may be appropriate.
2. This information is communicated to the Technology Coordinator via the Tech Help Form. The coordinator will then coordinate the ordering of the software for preview. If possible, the source of the software should also be given to the coordinator when making the request.
3. Software is ordered for preview.
4. Software is loaded on appropriate machines and evaluation forms are completed (*Form A*).
5. Completed evaluations are then returned to the Technology Coordinator. These evaluations should include the purchasing recommendations as well as the location of the computers on which the program is to be installed. Note: Even if software is deemed inappropriate for purchase, record of the evaluation will be kept on file.
6. Pending available funds, software being recommended for purchase will be ordered.

### Follow Up

Approximately one year after the date of purchase and install, teachers will be asked to formally reflect upon the use of a given software or technology (*Form B*). The purpose of this reflection is twofold. First, it attempts to correlate the use of a given technology with some degree of student achievement. Second, in sharing proven practices, it is the hope of the LCSD Technology Services Department to begin to identify and record exemplary classroom uses of technology. These practices will then be shared with other teachers via the District web site. Where appropriate, student work should be submitted for inclusion in this collection.

# Software Evaluation Form A



Evaluator(s): \_\_\_\_\_ Date: \_\_\_\_\_

Software Title: \_\_\_\_\_ Version: \_\_\_\_\_

Publisher: \_\_\_\_\_

Subject Area: \_\_\_\_\_

**System Requirements (*usually found on the box*):**

MB RAM: \_\_\_\_\_ Hard Drive space(MB): \_\_\_\_\_ Processor speed(MgHz): \_\_\_\_\_

Operating System ( Win 98, Win XP, Win Vista, etc.): \_\_\_\_\_

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**Evaluation:**

1. What curricular area does this support? \_\_\_\_\_

2. What standards/performance indicators are addressed by the use of this software/hardware?  
\_\_\_\_\_  
\_\_\_\_\_

3. How will it be used? (Circle all that apply)

Direct Instruction  
Assessment  
Problem Solving

Remediation/Reinforcement  
Simulation  
Problem Solving

Enrichment  
Tutorial  
Critical Thinking

Other: \_\_\_\_\_

4. Using the Program:

	<b>Disagree</b>			<b>Agree</b>	
The instructions are clear	1	2	3	4	5
The content is organized in a logical manner.	1	2	3	4	5
The content and tasks are appropriate for the intended grade level.	1	2	3	4	5
a variety of media is used to enhance the content (i.e. video, sound, pictures).	1	2	3	4	5

5. Documentation:

	<b>Disagree</b>			<b>Agree</b>	
The program comes with easy to understand documentation.	1	2	3	4	5
Online help is available or is a phone number listed for technical support.	1	2	3	4	5
Recommendations for classroom instruction are included.	1	2	3	4	5
A tutorial is provided.	1	2	3	4	5

6. Other Comments:

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**Recommendations:**

- I recommend that this software be purchased.
  - Number of licenses: \_\_\_\_\_
  - Location of computers: \_\_\_\_\_
  - Source of funds: \_\_\_\_\_
- I do recommend that this software **NOT** be purchased for the following reasons:

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

Please return completed form to Bob Blake

