

Board of Education Policy 3.6120
Administrative Procedure

Software Evaluation Procedure

This procedure establishes the acceptable guidelines for evaluating software prior to acquisition and installation of software on computers within the Catawba County School system.

There are many software packages available that aid in the instructional process. Some of these packages are sold as single user versions while others are packaged for network use. To ensure the program will operate as designed and for the purpose it is intended, the Information and Technology department will evaluate all software, including version upgrades, for technical requirements prior to purchasing/installing.

Many products have previously been evaluated and tested in the Catawba County Schools networks for effectiveness and reliability. Some products have worked well, while others have not functioned as designed. A list of the approved and disapproved software packages is available in electronic format and will be available to all employees through the Catawba County Schools web portal. Prior to requesting software evaluation, this list should be consulted. Inclusion of software on this list does not guarantee that the software will work in every school environment.

When considering the purchase of software the school designee(s) will complete the Software Evaluation Form. The request will then be evaluated by the Instructional Technology Specialist assigned to the school to ensure the product meets the intended instructional need. Once the initial evaluation has been completed the form is to be forwarded to the Information and Technology Department for technical evaluation.

A demonstration version of the software may be requested.

Software furnished with textbooks is subject to review of technical specifications by the Information and Technology department.

Software downloaded from the Internet is subject to copyright law and Catawba County Schools' acceptable use policy. Downloads must undergo the evaluation process outlined in this procedure.

Software that is not subjected to and approved by this evaluation process will not be installed or supported by the Information and Technology Department.

The Information and Technology department is committed to and strives for continued innovation and implementation of technology in the classroom. This procedure helps to meet that commitment.

Superintendent

Date