

Procedures for Approval of Software/Hardware Purchases

With an abundance of technology comes requests from staff members for software to use with their students. There are various backend components that are affected by software implementations, including:

- The need to sync with district services, such as the district’s Student Information System or Google Suite to keep student information updated.
- The potential for whitelisting multiple websites to ensure seamless implementation.
- The potential for special coding from the technology department or a link to the district’s secure internal database to ensure proper data is extracted and protected.

Additionally, without examination by the District’s Director of Instructional Technology, Director of Curriculum and Professional Development, and the Technology Integration Council, it is unknown if the software is aligned to district curriculum or to district standards. Because of these factors, the district has implemented the following procedure for reviewing software purchases. Here are the guidelines:

1. Reviews will only be conducted in May for first semester implementation, and in October for second-semester implementation.
2. All products must be thoroughly reviewed by the above-mentioned Directors and Technology Integration Council before purchase, and by the school site/teachers requesting the software or hardware.
3. The school site/teachers must complete a review form and be prepared to answer questions about the product before the Technology Integration Council [Link to online form].
4. If the committee approves the purchase, a funding source needs to be identified and the school site/teacher may move forward with purchasing the product.
5. If a product is purchased by a school site/teacher without following these guidelines, the district WILL NOT support the product. No district resources, including the time of the Site Technician, will be allocated to installing or maintaining the product.

Each application will be measured against a rubric for scoring. Please see below for the rubric.

Area	Poor	Excellent
Goal Alignment	The program/software does not have a targeted learning goal and does not align to district/site goals (-2)	The program/software specifically meets a targeted learning goal and aligns to district/site goals (2)
Content Alignment	The program/software does not align with the current district adopted curriculum and content (-2)	The program/software aligns well with current district adopted curriculum and content (2)
Supplement/ Supplant	The program/software SUPPLANTS adopted curriculum - replaces the teacher with online games and activities (-2)	The program/software SUPPLEMENTS adopted curriculum - assists the teacher with assessment and further lesson design to develop appropriate interventions, enhance instruction, and provide reinforcement of learning standards (2)

Evidence/Research Base	The program/software has little research to support its effectiveness in the classroom (0)	The program/software has significant research (e.g., multiple, well-designed studies) demonstrating effectiveness in classroom settings similar to PSD (2)
Instructional Cycle Purpose	No specific instructional purpose within the classroom instructional cycle (0)	The program/software purposefully fits into the instructional cycle and educators use it for a specific purpose (e.g., introduce new concepts, application, reteach, research, intervention, extension) (2)
Student-Specific Criteria	The program/software is not developmentally appropriate for the target population and accommodations for students of varying ability learning and language ability cannot be made (0)	The program/software is developmentally appropriate for the target population and accommodations for students of varying ability can be made (2)
Adaptive Instruction (if applicable)	The program/software offers no placement/pre-tests and starts all students in the same place (0)	The program/software offers initial assessment for determining student's current instructional level/ placement and ongoing assessment for continued, adaptive placement and/or student grouping formats (2)
Customization	The program/software does not allow for district or teacher customization and/or assignment of content. (0)	The program/software allows for the district or teacher customization and/or assignment of content through a dashboard or similar tool (2)
Pedagogy	The program/software offers teaching and re-teaching through a single pedagogical approach (0)	The program/software offers teaching and re-teaching through multiple pedagogical approaches (2)
Data -Documenting Progress Monitoring	The program/software reports do not match the data needs of the district and do not provide student-level reports detailing progress towards meeting individual standards (0)	The program/software delivers district, site, class levels of reporting and includes different levels of access based on user credentials (if applicable) (2)
Professional Development	The program/software does not include high quality professional development plan for implementation to ensure educator understanding and ability to implement purposefully, including data collection and analysis plan to inform instruction (0)	The program/software includes accessible, high quality professional development and opportunities for continued support during the year, including data collection and analysis to inform instruction (2)
PD Time	The program/software requires significant time to learn and implement (0)	The program/software requires minimal time to learn and implement (2)

Cost	The program/software is significantly more expensive than other similar programs (0)	The program/software costs are sustainable and in-line or lower than similar programs and/or the vendor is willing to discount cost for large district implementation (2)
Student Login (digital)	The program/software has a username and offers no password standards that do not accommodate current student usernames and passwords and offers no single sign-on option (-2)	The program/software has username and password standards that meet current PSD standards (2)
Incentives (digital)	The program does not have a built-in incentive system (0)	The program has built-in incentive system for increasing student engagement (2)
Student Data Privacy	The vendor does not guarantee student data privacy - has no agreement on file with the SDPC (Student Data Privacy Consortium) (0)	The vendor protects student data privacy and has an agreement on file with the SDPC (Student Data Privacy Consortium) (2)
	Total:	Total:
		Overall Total: