



MANOR INDEPENDENT SCHOOL DISTRICT SOFTWARE REQUEST AND EVALUATION PROCEDURES

An overwhelming abundance of software is available for educators today. When wisely integrated into teaching and learning, many of these software titles are valuable educational tools. It is imperative that Manor ISD adopts a process for selection that will accommodate individual needs and address standardization and uniformity requirements in the district, grade level, and/or specific content area.

Software requests can be made at any time during the year. The Software Review Committee will meet monthly to consider all requests and distribute findings to the appropriate department(s) for review.

Please follow these steps when making requests for new software acquisition:

1. Individuals and/or grade level groups should approach their coordinator/department head/principal with their software review request(s), using the Software Proposal Form (attached). These will be forwarded to the Software Review Committee, ATTN: Instructional Technology Coordinator.
2. The software will be evaluated by Technology Services to ensure its' compatibility with our network and operating system(s). The originator and supervisor will be notified of any conflicts between the software and operating systems.
3. If technical/network requirements are met, software requests will automatically be approved if they have been obtained in conjunction with textbook purchases or if they have already been reviewed and listed on the District's approved software list.
4. If compatible with technical/network requirements, the Software Review Committee will test the software and evaluate the product for ease of use, educational value, and purpose (Software Evaluation Form: attached).
5. If necessary, the software and completed evaluation forms will be forwarded to the appropriate department head to preview and evaluate for educational merit and/or compatibility with District goals.
6. Department head will return software and forms to the Instructional Technology Coordinator to either submit requests to vendors to secure the best price for the product or return to person originating request.
7. Completed Software Proposal Forms, software, manuals, and price quotes will be returned to the person requesting the software at the end of the evaluation process.
8. All approved software must be budgeted for and purchased by the requesting campus or department.
9. After delivery a technology work order must be submitted for software installation.
10. A comprehensive plan for implementation and training must be developed by requesting campus or department staff members.