

## -521.3-Rule

Lancaster Community School District

Personnel

### **GUIDELINES FOR PURCHASING/INSTALLING COMPUTER SOFTWARE**

According to Board policy, only software owned by the district will be installed on district computers. The district must have legal proof of licenses for all software on file in the office of the technology staff. A Technical evaluation is required to be completed on all software installation requests prior to installation. The goal of this evaluation is to determine compatibility with currently installed software and hardware of the preK-12 system and overall support requirements.

The guidelines established to implement board policy are listed below:

1. The MIS Director and Director of Instruction will screen all software requests prior to the purchase using the following checklist. A “No” at any point will stop consideration for purchase.

Yes	No	i.	Software is certified compliant with the existing operating system
Yes	No	ii.	Legal licensure is secured
Yes	No	iii.	Staff evaluation and/or testing of the software
Yes	No	iv.	Positive impact on the academic program
Yes	No	v.	Compares favorable with existing available software
Yes	No	vi.	Reasonable cost
Yes	No	vii.	Availability of funding.

For liability reasons, it is important that all software installed on district computers be the property of the district. Teachers and staff who have software that was purchased personally must donate the software to the district if they would like it installed on their district computer(s). All software donations shall include the original license, supporting documentation, and all original disks.

District staff who violate the Board’s policy on computer software purchase and installation, and install software that has not been tested, previewed and approved by the MIS and Director of Instruction will be subject to the consequences outlined in the District’s Internet and Computer use policies and procedures.

APPROVED:                      May 10, 2000

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