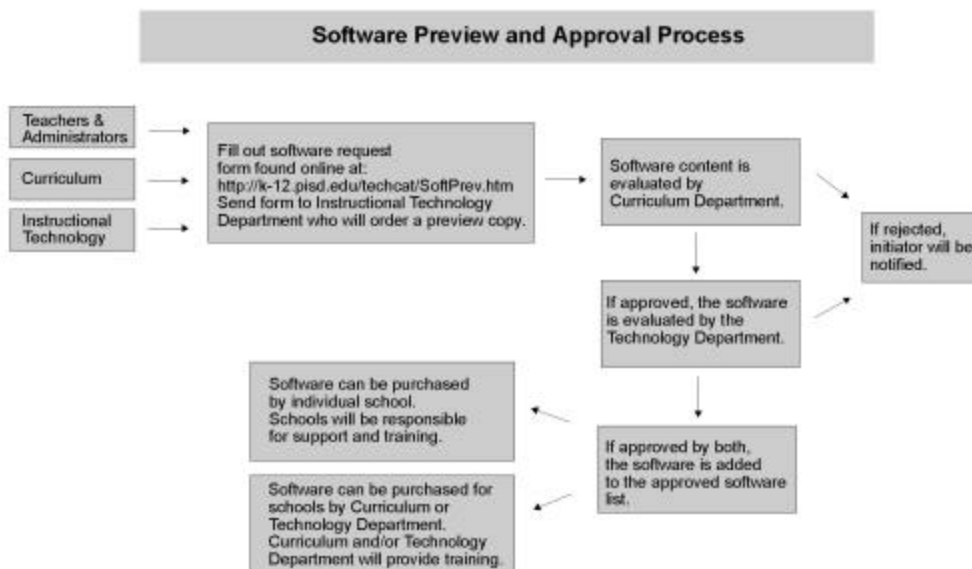


# Appendix F

## Technology Acquisition and Approval Procedures

All hardware purchases should be for those items listed in the technology catalog (<http://k-12.pisd.edu/techcat/techcat.htm>) since we have maintenance agreements on those items. For items not listed in the technology catalog, please work with your cluster instructional technology coordinator for appropriate purchases.

The current configuration on district computers does not allow unauthorized software installation. Software packages should not, or will not, be installed without documentation that shows the software purchase has gone through the preview and approval process referenced below and that proper licensing has been purchased. Unauthorized software installation may affect network and machine performance adversely and is prohibited by the Acceptable Use Guidelines for Plano ISD Technology resources. To ensure that software will not affect the current network configuration adversely, the following guidelines should be used when you want to purchase software not approved for purchase.



- If the software is a district-sponsored purchase, then the district will provide training and support.
- If the software will be a campus or department purchase, then you must have in place a process to support the use of the software at your campus/department level.



- If the software is an administrative package, notify the Coordinator of Administrative Technology of your request. Arrangements will be made to provide a preview package and to test the software through the networking and/or appropriate departments. If the software passes the testing process and your support plan is adequate, the purchase will be approved. Our networking department can arrange installation for the software.
- If the software is an instructional package, notify instructional technology. They will help make arrangements for a preview package that can be reviewed by the appropriate curriculum coordinator, technology specialist and networking. If the software is considered appropriate to support the curriculum by the coordinator and functions properly on the network, the purchase will be approved. Installation for the software can be arranged through instructional technology. If there are specific questions as to these guidelines, please feel free to call any members of the technology steering committee for clarification.
- If the software is a productivity package, notify instructional technology. They will help determine if one of our existing, supported software packages can fulfill your requirements. If not, they can help make arrangements for a preview package and to have the software tested by our networking department for functionality.

Our goal is to promote the use of appropriate, innovative software whenever possible. These guidelines will insure that the required support and installation process is in place before funds are expended.

