

Williamson County Schools Information Systems Technology and Instructional Technology Procedures

WCS has upgraded the software procedures to provide greater flexibility to meet the needs of our students. Williamson County Schools will maintain information on the Intranet identifying software in use in the district. This information will be organized in a searchable database to better share ways the software is in use, schools currently using the software, and success of the software toward meeting the expected outcome. Information for this data will come from the teacher populations of the WCS. This data will also serve to inform schools of software certified by information systems for installation.

Procedure for Software or Online Resource Planning, Purchasing, and Installation

1. Schools and teachers identifying software or online resources for possible purchase will submit a software request form (Appendix 1) to the Instructional Technology Coordinator along with a full copy of the software for testing or a temporary account will full access for the online resource.
2. The instructional technology coordinator will evaluate the purchase request, enter the software in the database, and provide the primary contact for testing and validating systems in information systems technology the software for testing.
3. The primary contact for testing and validating systems in information systems technology will test software for hardware and/or network compatibility.
4. The liaison will notify the school/teacher of the status of compatibility, post notice to the web, and maintain the teacher review for reference. At this point, the software will be referred to as WCS certified.
5. School and/or district will purchase the software. Software should not be purchased until completing the approval process.

Network Software Acquisition and Implementation Procedures

- All network software must be tested and approved (see above) by the Information Systems Technology Department management before the software is purchased.
- The Information Systems Technology Department must install all network software.
- Amount of time allowed for testing will vary depending on the complexity of the software and the support from the software manufacturer.
- Individuals requesting the software or online resource will be responsible for obtaining a full copy of the software, licensing, documentation and support contact information to provide for testing to the Instructional Technology Coordinator.
- All software used for testing must be the full version of the product and not a demonstration version.
- Network licenses will be kept and monitored by the Instructional and Information Systems Technology Department.

Stand-alone Computer Software Acquisition and Implementation Procedures

- All stand-alone software must be tested and approved (see above) by the Information Systems Technology Department management before the software is purchased.
- The school network technician or network supervisor *must install or approve the installation* of certified software by school personnel. Only software on the WCS certified list may be installed. Network supervisors may also *install or approve the installation* of licensed stand alone software removed during hardware "slick" but not reinstalled. This

applies only to software previously installed on said machine appearing on the WCS certified software list. Priority will not be given to machines experiencing conflicts following school installations.

- Amount of time allowed for testing will vary depending on the complexity of the software and the support from the software manufacturer.
- Individuals requesting the software or online resource will be responsible for obtaining a full copy of the software, licensing, documentation and support contact information to provide for testing to the Instructional Technology Coordinator.
- All software used for testing must be the full version of the product and not a demonstration version.

Licensure

- Stand-alone and individual site licenses will be kept and monitored by the local network supervisor.
- District wide software licenses will be maintained by the Instructional Technology Coordinator.
- Microsoft licenses will be maintained by information systems technology.
- All license information at the Central Office will be maintained in a centralized database.
- All license information at the school will be maintained in a single location and available for review. The number of software installations of any product can not exceed the number of licenses for said product.

Inventory

- Software inventories of school purchased software will be maintained at the school.
- Microsoft inventories will be maintained in the information systems offices.
- Inventories of district purchases of instructional software and production software will be maintained in a central location at the central office.
- Software license numbers and software inventories will balance or err in favor of licenses.

Communication

- All WCS employees should have access to software procedures and information. The Intranet will serve as the primary communication tool. E-mail will serve as the backup communication tool.
- Instruction is recognized as highly personal and based upon needs of the individual student. Instructional software recommendations for purchase will be made by teachers and administrators to the Instructional Technology Coordinator.