

TECHNOLOGY ACQUISITIONS CONSIDERATIONS

Prior to ordering technology hardware or software that is not provided through a District Technology Deployment initiative, the following considerations should be addressed:

1. Determine program/campus needs and evaluate what technology will be needed to accomplish the **goals of the program**. Technology Services staff can provide assistance in this area, as appropriate.
2. Develop an **implementation model** for how the technology will be used (e.g., classrooms vs. labs, standalone vs. networked)
3. Determine the levels of staff **training and development** required to support the overall program. Be sure to budget for technology training.
4. Determine **current inventory** of hardware and software, as needed, which could be used to meet your program goals.
5. Review descriptions of **District-supported technology** for possible solutions. The Technology Acquisitions website, at www.nisd.net/technology/management.htm , provides much information in this area.
6. Determine **long-term needs** to ensure sustainability of the technology used in the program (e.g., annual recurring costs, repair costs, replacement costs)
7. Collaborate with Technology Services Staff (see www.nisd.net/technology/staff.htm) to ensure the best selection of computer **hardware**. It is important to know if the hardware:
 - can actually perform the necessary tasks
 - will allow for future expansion
 - will meet the District standards and/or be compatible with the District infrastructure
 - needs peripheral devices
 - requires cabling that does not come with the computer

- requires special installation and setup
 - will work with existing equipment without upgrading
 - has the capacity to be upgraded
 - is supported by a dependable vendor that is easily accessible
 - requires on-going service and support [If so, who will provide the service and support (i.e. the vendor or the District)?]
 - requires additional staff development
8. Collaborate with Technology Services Staff to ensure the best selection of computer **software**. It is important to know if the software:
- will run on existing equipment
 - requires special purchasing such as site or District licensing to provide the number of legal copies
 - comes from a reputable company
 - has technical support or training available after purchase
 - requires integration of student and/or employee data
 - requires additional staff development
9. Other important considerations:
- **Design**
 - Is there sufficient **space** for the new equipment? Will the layout of the room with the new equipment conform to the State of Texas, ADA, OSHA, and NISD safety requirements?
 - What needs to be installed to **protect the equipment** (e.g., whiteboards vs. chalk boards, locking storage space)
 - **Power**
 - Will the existing power **support the new equipment?** (e.g., sufficient power outlets, proper voltage and load capacity on the circuit)
 - Is there a need for **power strips** and do they need to be installed on the furniture?
 - Contact the Facilities Department for more information.

- **Network Connectivity**
 - Does the new equipment **require network connections**?
 - Are there enough **active network ports** in the room?
 - Contact the Director of Integrated Infrastructure Services for more information.
- Is there a need for **furniture**? If so, be sure to include it in the budget.
- **Supplies**
 - What other **supplies** need to be furnished? (diskettes, printer, paper, ink cartridges, toner, other)
 - Does the **annual supply budget** need to be adjusted to include the new supplies required?

The design, power allocation and network availability for any installation are strongly dependent upon one another and should be the FIRST components in the technology acquisitions process.

10. Consult District Resources for More Information

- Administrative Regulations for Technology (see www.nisd.net/technology/management.htm)
 - **INS-03 Guidelines for Selection, Evaluation, and Approval of Supplementary Instructional Materials (including software)**
 - **TEC-03 Technology Standards**
 - **TEC-04 Acquisition of Technology Equipment and Software**
- Technology Services website (www.nisd.net/technology)
- Instructional Specialists
- Technology Specialists
- Central office department/program staff
- Campus administration

TECHNOLOGY PURCHASES FOR STANDARD HARDWARE AND/OR PRODUCTIVITY SOFTWARE

(As stated in TEC-01 located on above mentioned website)

In order to ensure proper hardware configuration, hardware and/or software compatibility, as well as technical support, all technology purchases must adhere to the following requirements:

1. The purchase of instructional software and/or equipment (e.g. probes, calculators, specialized handheld assessment devices, etc) must be coordinated with the appropriate Instructional Specialist.
2. A Technology Proposal must be submitted by the Principal's or Director's designee.
3. Hardware or software submitted in the technology proposal will require a technical evaluation prior to approval.
4. The campus/department's purchase order must reference an APPROVED Technology Proposal number.
5. The campus or department must use a District Approved Vendor and obtain pricing from the Technology Acquisitions Intranet page or through the District's established bid/quote process. The vendors and prices have been approved by the District's Purchasing Department and/or Board of Trustees as required.

TECHNOLOGY PURCHASES FOR INSTRUCTIONAL SOFTWARE AND/OR NON-STANDARD HARWARE TO BE USE IN INSTRUCTION

(As stated in INS-03 located on above mentioned website)

- I. The criteria listed below shall be used in the selection of supplementary instructional materials for classroom use.
 - A. Staff Request. The materials shall have been read, examined and researched by the requesting staff member and approved by the campus principal or program director.
 - B. Relation to TEKS and Curriculum. In all subjects, the instructional material should implement, support or enrich the Northside curriculum, and/or help meet the objectives outlined in the district and/or campus improvement plans.
- II. The Cabinet-approved **Supplementary Instructional Material Review and Approval Form** must be used. Purchasing Department will not process the Purchase Order without the necessary approval signatures.
 - A. Responsibility for Recommendation, Selection and Approval
 1. **Initial Review:** Responsibility for the initial review and recommendation rests with the campus administrator/program director accountable for the expenditure of funds used for the purchase.
 2. **Final Review:** Responsibility for final review and

recommendation rests with the **C&I and Technology Team** which meets according to the following timeline:

Submit by	Team Review Meeting
September 1	Mid-September
December 1	Mid-December
April 1	Mid-April
June 1	Mid-June

3. Technical Review: Instructional software and non-standard hardware, i.e. equipment, requests recommended by the C&I and Technology Team will be forwarded for further technology review for network and work-station compatibility before purchases are made. The technical review and approval release will occur as soon as possible, but generally within two months.

<p>SPECIFIC SOFTWARE ACQUISITION REQUIREMENTS (As stated in April 14, 2004 memo issued jointly by Technology Services and Purchasing)</p>
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The following requirements must be followed on ALL software purchases:

1. Technology Proposal – A Technology Proposal must be submitted for ANY software purchase that will utilize District funds. (*This includes grant funds.*) For instructional software, the Technology Proposal will be generated by Technology Services upon the recommendation of the C&I and Technology Team.
2. Purchase Order Requirements – ALL software that is to be used on District computers must be purchased with a District Purchase Order.
 - A. Include the APPROVED Technology Proposal number on the P.O.
 - B. The “Ship To Address” for ALL software orders is:

Integrated Infrastructure Services
5615 Grissom Road
San Antonio, TX 78238

- C. Exceptions to the “Ship To” are Assisted Technologies @ Reddix Center and Hearing/Visual Impaired.