



Technology Proposal Application

Name _____ Date _____

Building _____ Grade Level _____ Subject Area _____

Name of Software _____

Software compatibility requirements: Operating system _____ Memory _____

Software Category (check one): General Specialized
 Curriculum-Core Curriculum – Enhancement

Estimated cost _____

Number of computers to install on: Teacher: _____ Student: _____

Will this software require additional training for Teachers? _____

In the space provided below, please describe how you will use this technology to integrate with your program, department or curriculum. Attach additional sheet(s) if necessary.

Thank you.

Please return this form along with your description to the Technology Department.

Technology Department Administrator _____ Date _____

Reviewed by (if applicable):

FRAMEWORKS Committee _____ Date _____

Administrative Team _____ Date _____

District Coordinating Council _____ Date _____

District Technician _____ Date _____

Superintendent _____ Date _____

Account to charge _____ Date Ordered _____

Installed by _____ Location _____ Date _____

SUBMITTING A TECHNOLOGY PROPOSAL APPLICATION

As technology becomes a more integral part of teaching and learning in Oxford Area Community Schools, a process for upgrading and/or adding appropriate software programs and technology tools for both students and staff is needed. Important considerations for approving technology purchases include compatibility with our curriculum, district policies, and the network system quality and cost. Please note, however, that once a proposal is approved, *financial backing is necessary before new support materials can be purchased.*

Anyone interested in installing new or previously purchased *licensed* software should complete the "Technology Proposal Application" on the reverse side. Requests will be handled as quickly and carefully as possible so that maximum benefit to both individuals and the District is realized.

SOFTWARE CATEGORIES

Requests will be routed for approval based on three basic categories:

General Application

This category includes programs that would benefit the entire district. Microsoft Office, Publisher, GradeQuick, CIMS, etc. are examples of software included here.

Curriculum

A. Core

Programs in this category will play a critical element as a learning resource in the delivery of our FRAMEWORKS curriculum. It includes software applicable to a specific grade level or subject area, as well as more generalized applications.

B. Enhancement

Programs in this category will supplement and complement the curriculum, based on the professional judgment of a teacher or department. Software may be funded by your building's budget, a fundraiser (PTO), or a personal purchase. All software must be fully licensed. Licenses will be held by the District so long as the software is installed on District equipment.

Specialized Program

This category is for software that supports specific district functions. Examples include: building security, heating and cooling programs; special education assessment software; food services nutrition tracking programs, etc.

PROCESS FOR APPROVAL AND PURCHASE

General Application

- Submit Proposal Application to Technology Department Administrator
- Review by Administrative Team
- Review by District Coordinating Council (DCC)
- Superintendent/Board Approval or Denial

Curriculum Core

- Submit Proposal Application to Technology Department Administrator
- Review by FRAMEWORKS subject area committee
- FRAMEWORKS Committee Report to DCC
- Superintendent/Board Approval or Denial

Enhancement

- Submit Proposal Application to Technology Department Administrator

Specialized Program

- Submit Proposal Application to Technology Department Administrator
- Review by District Technician

Revised on 2/21/13