



ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

TECHNOLOGY PURCHASES

To meet the needs of our growing district and to ensure acquisition of products that have the greatest positive impact on student achievement consistent with our district technology goals, the following process will be utilized:

All technology purchases must be approved by the Technology Department in order to:

- 1) Secure the lowest purchase price, if applicable,
- 2) Ensure the Technology Department can provide technical support for the new acquisition, and
- 3) Provide the best product, which adheres to educational best practices, for the needs of the district.

This includes all software and hardware purchases regardless of funding source, including but not limited to Individual School Accounts (ISA), School Support Organizations (SSO) purchases, etc. Purchases made outside the requirements of this Administrative Policy will not be guaranteed support by the Technology Department.

The Technology Department will meet with individual schools/departments to discuss technology needs and provide guidance, research and support in locating technology that will further student achievement.

Implementing Procedures: [TCH-P008](#) Technology Acquisition Procedure

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/28/05		Initial Release
4/1/13	A	Line 1 change attain to acquire, Remove 3 rd and 4 th line from paragraph one, remove the word immediately, add All "technology" bidding....
1/6/16		Reviewed, updated logo.
2/13/17	B	Added statement regarding purchases made outside policy requirements.
2/27/17	C	Changed "bidding and ordering" to "purchases", "done" to "approved", and added "if applicable" to number 1. Changed PTO to SSO.

***** End of Policy *****