



TECHNOLOGY ACQUISITION PROCEDURE (TCH-P008)

1.0 SCOPE:

- 1.1 This procedure outlines the process of software and hardware acquisition in the Technology Department of Clarksville-Montgomery County School System (CMCSS).

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

2.0 RESPONSIBILITY:

- 2.1 Chief Technology Officer (CTO)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer (CTO)
- 3.2 Director of Curriculum and Instruction

4.0 DEFINITIONS:

- 4.1 Software: Multiple programs may be combined to become a software package.
- 4.2 Programs: Instructions to cause a computer to perform in a certain way.
- 4.3 Hardware: The physical aspect of computers, telecommunications, and other information technology devices.
- 4.4 Technology Software Searchable Database: Database containing CMCSS approved and certified software and linked from the CMCSS website.

5.0 PROCEDURE:

- 5.1 Software or Online Resource Request and Purchasing:
 - 5.1.1 Software request is submitted to the CMCSS CTO along with a full copy of the software for testing or with a temporary account with full access for the online resources (ref. TCH-F020).
 - 5.1.2 Curriculum related software request goes to the Director of Curriculum and Instruction for review to determine if request is instructionally sound.
 - 5.1.3 Request then goes through technology review to ascertain if it is feasible to install and maintain both software and required hardware.
 - 5.1.4 Recommendation is communicated to all concerned and results posted to the Technology Database.
 - 5.1.4.1 If approved, the school and/or district initiates the purchase requisition process (ref. PUR-P002) for the software.
 - 5.1.4.2 **Software should not be purchased until the approval process is completed and approval granted.**

5.2 Network Software Acquisition, Purchase, and Implementation Procedures:

5.2.1 Individuals requesting software or online resources are responsible for obtaining a full copy of the software, licensing, documentation and support contact information to provide for testing to the CTO.

5.2.2 All network software must be tested and approved by the Technology Department management before the software is purchased.

5.2.2.1 All software used for testing must be the full version of the product and not a demonstration version.

5.2.2.2 The amount of time allowed for testing will vary depending on the complexity of the software and the support from the software manufacturer.

5.2.3 Network software is purchased with the CTO's approval (ref. PUR-P002).

5.2.4 The Technology Department must install all network software.

5.2.5 Network licenses are kept and monitored by the Technology Department.

5.3 Individually Licensed Computer Software Acquisition and Implementation Procedures:

5.3.1 Individuals requesting software or online resources are responsible for obtaining a full copy of the software, licensing, documentation and support contact information to provide for testing to the CTO.

5.3.2 All individually licensed software must be tested and approved by the Technology Department before the software is purchased.

5.3.2.1 All software used for testing must be the full version of the product and not a demonstration version.

5.3.2.2 The amount of time allowed for testing will vary depending on the complexity of the software and the support from the software manufacturer.

5.3.3 Approved computer software is purchased (ref. PUR-P002).

5.3.4 The site network technician or network supervisor *must install or approve the installation* of certified software by school personnel.

5.3.5 Network supervisors may also *install or approve the installation* of individually licensed software removed during hardware upgrade/maintenance but not reinstalled.

5.3.5.1 This applies only to software previously installed on said machine.

5.4 Hardware Resource Request and Purchasing:

5.4.1 Hardware purchase request is submitted to the CMCSS CTO along with a detailed listing of all specifications including pre-installed software (ref. TCH-F020).

5.4.2 Request then goes through technology review to determine if the requested hardware has previous approval.

5.4.3 If hardware has not been previously approved, the technology steering committee or CTO's designee will review the request to ascertain if it is feasible to install and maintain.

5.4.4 Recommendation is communicated to all concerned.

5.4.4.1 If approved, the requestor provides the appropriate account code for purchase and Technology initiates the purchase requisition (ref. PUR-P002).

5.4.4.2 Hardware should not be purchased until the approval process is completed and approval granted.

5.5 Licensure Retention Information:

5.5.1 Individual site licenses are kept and monitored by the school or site.

5.5.2 District wide software licenses are maintained by the Technology Coordinator.

5.5.3 Microsoft licenses are maintained by the Technology Coordinator.

5.5.4 District license information at the Central Office is maintained in a centralized database.

5.5.5 All license information at the school is maintained in a pre-designated single location at the school and available for review.

Note: The number of software installations of any product cannot exceed the number of licenses for said product.

5.6 Inventory:

5.6.1 Software inventories of school purchased software are maintained at the school.

5.6.2 Microsoft inventories are maintained in the Technology Department.

5.6.3 Inventories of district purchases of instructional software and production software are maintained in a central location under the authority of the CTO at the Central Office.

Note: Software license numbers and software inventories will balance or err in favor of licenses.

5.7 Software Updates:

5.7.1 The end user has the responsibility, once software is correctly installed, to maintain any updates delivered by the internet thereby keeping the most current version of the software which licensing allows. Software can't be maintained on current image.

Note Re Communication:

All CMCSS employees should have access to software procedures and information. The school website 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 CTO.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Order ([PUR-P002](#))
- 6.2 Accounts Payable ([ACC-P001](#))
- 6.3 Annual Budget ([BUD-P001](#))
- 6.4 Requisition Form ([TCH-F020](#))
- 6.5 Technology Purchases Policy ([TCH-A001](#))
- 6.6 Technology Acceptable Usage Policy ([TCH-A002](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition Form	Chief Technology Officer Office	Until Completion	Discard Desired	as Secured Building
Licensure	Noted in 5.5			

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/22/03		Initial Release
3/04/09	A	Rewrite procedure by combining and eliminating TCH-P022, update Associated Documents and flowchart
01/04/10	B	Minor Changes to Document Verbaige

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

Technology Acquisition Flowchart

