



ADMINISTRATIVE MEMORANDUM

PURCHASE OF TECHNOLOGY HARDWARE AND SOFTWARE | 6001.4

All buildings/departments are required to submit technology-related purchase orders to the Technology Office. All technology purchases must follow the procedures as outlined. Employees are responsible for following all guidelines related to technology purchases including those listed in the Technology Purchase Guidelines Acknowledgement. Technology purchases include, but are not limited to, computing hardware, software, web/cloud applications, and/or subscription based software/services. Any deviations will be dealt with on an individual basis.

To ensure that the District's technology resources (including the Data Service Center) are utilized most efficiently and within both state and federal guidelines, all employees are required to adhere to the following requirements when requesting new applications or modifications to existing applications.

The policies and procedures outlined in this policy will apply to all software, including software that is free to use. No staff member may share student or staff identifying data with any software company or service without first being granted approval from the Office of Teaching and Learning, Office of Student Services, and The Information Technology Office. Software deemed not in CIPA (Children's Internet Protection Act) compliance cannot be approved. All CIPA compliant software must have a signed Department of Technology and Information (DTI) Terms and Conditions on file with The Information Technology Office.

The following guidelines apply to all technology hardware purchases (except consumables such as toner and batteries):

1. Hardware must be District standard equipment unless prior approval is given by the Director of Information and Technology.
2. To ensure timely installation after approval, the Technology Office may stock some standard items. There are certain times (e.g., beginning of the school year and during online testing) when delivery and installation will not occur.
3. Equipment being provided by groups outside of the District financial system (e.g., PTAs) must still go through the technology approval process before installation.
4. The "Ship To" address for technology purchases must be the Technology Office.
5. Regardless of the funding source, schools/departments may be required to demonstrate proficiency, or submit a training plan, prior to a technology approval.
6. Technology purchase orders must be routed to the Director of Information and Technology prior to final purchase order sign-off.
7. No technology purchases which would require District reimbursement may be made by individual staff members. Such requests will be denied unless prior approval is given by the Director of Information and Technology.



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8. All technology purchase orders must contain a sufficient description of the purchase.
9. All technology purchase orders must contain the room number and/or staff member's name.

The following guidelines apply to all technology software, including, web/cloud applications or subscription based software/services purchases:

1. When considering an application or software, begin with the District Approved Software list. The District Approved Software List is available to administrators through the Office of Teaching and Learning, and has been vetted by the District technology department and the Office of Teaching and Learning for both CIPA compliance and academic quality.
2. If the desired application is not on the District Approved Software list, all staff and administration are required to follow these steps to gain approval prior to using the software on District equipment.
 - a. Staff will send new software requests to their supervising building level administrator.
 - b. Provided that this software is approved by the building level administrator, this request will be sent to the Office of Teaching Learning and The Office of Special Services for review. These departments will review the request and, if approved, send the request to the Office of Technology for final approval.
 - c. Upon approval of the new software, the Office of Teaching and Learning will forward the request to the Technology Office for consideration of but not limited to the following: CIPA compliance, security, compatibility with existing platforms, and overall management feasibility.
2. Prior to software renewal, confirm software approval status on the District Approved Applications List.
3. Any software that stores data outside of the district network must have a signed State of Delaware Data Usage Terms and Conditions Agreement on file prior to purchase. The Technology Office can assist with obtaining the agreement from vendors.
4. Technology purchase orders must be routed to the Director of Information and Technology prior to final purchase order sign-off.
5. Software rostering and deployment can vary based on time of year and priority based on the District Approved Application List.
6. No software purchases which would require District reimbursement may be made by individual staff members. Such requests will be denied unless prior approval is given by the Director of Information and Technology. Questions about the information contained in this administrative memorandum should be directed to the Director of Information and Technology.

In the event that the software is part of a pilot/demo program, these policies still apply and must be adhered to prior to the start of the pilot.

Questions about the information contained in this administrative memorandum should be directed to the Director of Informations Systems.