

Purchase and Approval of Software Workflow Process

Please review the Admin Memo Purchase and Approval of Software and Technology 6001.4 prior to requesting new software. The chart below shows the process all software must flow through to gain district approval. Student data should never be uploaded by staff without first gaining approval from the Office of Technology. In RCCSD, student data is managed through data sharing agreements and Single Sign-On rostering. This process applies to all software/applications including but not limited to free software/applications, websites that require student information, or logons.

1. Staff Member Reviews the District Approved Software List to determine if the requested software is already approved.
2. If the desired software is not on the District Approved Software List, the staff member should request this through their immediate supervisor. This request should include the name of the program, what students will use the program, and what instructional need the program supports for students.
3. Upon receipt of this request, the supervising administrator should review the District Approved Software List to determine if there is an approved program that meets the needs requested. If this administrator determines that there is a need, they should contact via email the content supervisor/special services supervisor (if applicable) and the technology department to verify two key factors.
 - a. Does this software meet the state and federal requirements concerning Terms and Conditions?
 - b. Does this software meet the state and district curriculum requirements for the relevant content area?
4. If the software is approved by the building/district administration and Office of Technology, the Purchase Order will be approved and the Office of Technology will assist with set up and rostering.

