

## K–12 Software Evaluation – How to get new software

This process is used to request that software be purchased and installed by the district.

1. After locating software you wish to evaluate, contact your Resource Technology Teacher (Chris Wolf – Elementary, Anita Faria – Secondary) for instructions and assistance with the process described below:
  - You will be asked to fill out a work order to make sure the desired software is compatible with our network.
  - You will order the software for preview.
    - Software can sometimes be ordered at no or low cost for evaluation periods. Please be sure you understand the conditions before the order is placed.
    - If the software is paid for by the department or grade level and is subsequently approved for installation, the technology department will reimburse the purchaser.

(You may borrow a laptop from the technology department in order to preview the software.)

2. Fill out a Software Evaluation Form

[http://www.ccsd.ws/intranet/Technology/Software\\_Evaluation\\_Form.pdf](http://www.ccsd.ws/intranet/Technology/Software_Evaluation_Form.pdf)

3. Contact your Technology Resource Teacher to review Software Evaluation Form.
4. Receive notification of status request from the Technology Resource Teacher.

### **TIMELINE**

<b><u>Evaluation Deadlines</u></b>	<b><u>Step(s)</u></b>
October 1-January 15	Complete Steps 1 and 2 above
February 1	Step 3
June 1 (after district budget vote)	Step 4
July 1 – August 30	Software approved for installation will be placed on the network during the summer
October –June	Software requests under \$1,000 will be <i>considered</i> for installation during the current school year, <i>as network conditions permit</i> .

