

INSTRUCTIONElementary and SecondarySoftware Licensing, Installation, and UseSoftware Standards for New Purchases*Software Licensed at the District Level*

Operating Systems: Windows software must be compatible to run on Windows XP workstations and Novell servers. Macintosh software must be compatible to run on Mac OS 10.3 or higher or compatible operating system.

Network Software: Novell networks are found throughout the district and provide the backbone for the local area networks as well as the wide area network. When appropriate, Linux servers will also be utilized. GroupWise e-mail software will also be licensed at the district level. Additional network software may be installed at the discretion of the Network Manager and the Assistant Superintendent Curriculum, Instruction and Technology.

Financial Software: Sun Guard BiTech's IFAS (Insight) is the standard application for financial and human resources operations until such time as it becomes inappropriate and/or needs to be updated in order to meet the needs of the district.

Student Management: StarBase is the standard application for student records until such time as it becomes inappropriate and/or needs to be updated in order to meet the needs of the district.

Application Suite – Microsoft Office and Open Office are the standard application suites for word processing, spreadsheet, database, presentation, and publishing for both administrative and classroom use until such time as it becomes inappropriate and/or needs to be updated in order to meet the needs of the district.

Internet Access: Mozilla and Internet Explorer will be available for Internet access. Internet access is filtered in accordance with the Children's Internet Protection Act.

The Assistant Superintendent Curriculum, Instruction and Technology, Assistant Superintendent for Business/Personnel or Information Systems Supervisor will license the programs listed above as well as any additional titles that become available or appropriate for district-wide use.

*Software Purchase at the Building and Department Level*

Administrators, teachers or support staff who wish to purchase individual copies, lab packs, or network versions for specific buildings must coordinate the purchase with the Assistant Superintendent Curriculum, Instruction and Technology or the Information Systems Supervisor. An Educational Software Evaluation Form (see Exhibit 6161.21E-A.) should be completed to ascertain whether or not the program is appropriate for purchase. If the employee wishes to purchase this program, he/she must fill out the Software Request Form (see Exhibit 6161.21E-B.)

Classroom computers and computer labs will require age-appropriate, curriculum-based software titles. These titles must meet the minimum operating system requirements listed above and, whenever possible, should be previewed before purchase to determine whether or not they are suitable for classroom use. If software is purchased as a bundle, the list of titles must be examined to determine the usefulness to the district. The software titles in the bundle should be evaluated before final acceptance and payment is made.

Every attempt should be made to preview the software first or find out if someone in the district has already done so.

Software Training

Software training sessions will be provided on an ongoing basis. All staff members must realize their professional responsibility to keep abreast of changing technology and must be willing to take advantage of the district sessions that are offered or must make arrangements to find appropriate training on their own. District sessions will include face-to-face classes, online class opportunities, graduate-level classes, peer mentoring, or student assistance. Additional sessions for specific departments or buildings can be arranged by contacting the Assistant Superintendent Curriculum, Instruction and Technology, Information Systems Supervisor, or District Software Support Technician.

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KAG:ems

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