

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2930-4</b>
<b>SUBJECT:</b>  <b>SOFTWARE AND WEB APPLICATIONS</b>	<b>DATE OF ISSUE: 10/22/04</b> <hr/> <b>REVISIONS: 04/07/11; 06/07/12; 12/20/12</b> <hr/> <b>PREPARING OFFICE:</b> <b>INFORMATION TECHNOLOGY</b>

**I. PURPOSE:**

To establish guidelines that ensure that all schools, administrative offices, and other Topeka Public School facilities and departments acquire (whether by purchase, grant, or donation) applications that are compatible with district technology. “District computer applications” includes any software or web-based application approved and used for district identified purposes. Applications that are not on the approved list will not be installed or supported.

**II. PERSONNEL AFFECTED:**

Any person using a district computer, device or district provided or approved application.

**III. PROCEDURE FOR REVIEW AND APPROVAL OF APPLICATIONS:**

A District Application Review Committee is hereby created consisting of instructional staff and information technology staff, appointed by the superintendent or his/her designee.

The District Application Review Committee will be responsible for evaluating submitted application requests. Application approval will be based on functional and technical reviews.

**A. Functional reviews will determine:**

1. Alignment with district curriculum or business goal
2. Duplication of existing services
3. Quality of service provided (engage, inspire, provide content richness)
4. Training needs

**B. Technical reviews will determine:**

1. System compatibility and integration
2. Quality of vendor support
3. Information Technology support capability
4. Licensing
5. Device agnosticism

**SOFTWARE AND WEB APPLICATIONS (CONTINUED)**

**6. Recurring costs and maintenance**

- C. Staff must follow vendor timelines and procedures for requesting preview software and will have full responsibility for return shipping or any other costs associated with the request.**
- D. Staff will submit all requests for application approval to the District Application Review Committee prior to purchasing, using the attached form. Submit the form to the General Director of Information Technology.**
- E. The District Application Review Committee will meet to consider all application approval forms within fifteen (15) school days of receipt of the completed form.**
- F. Once approved by the District Application Review Committee, the title will become part of the District's approved application list and will receive technical support from Information Technology as follows:**
  - 1. Information Technology installs the application if needed.**
  - 2. Information Technology maintains hardware and network infrastructure.**
  - 3. Information Technology will be responsible for housing any respective application (including the original distribution media) and license certificates.**
- G. Once approved by the District Application Review Committee, the requesting office or school site will be responsible for:**
  - 1. Coordinating application upgrades and modifications with Information Technology.**
  - 2. Housing and maintaining their respective technical manuals and training manuals.**
  - 3. Coordinating and providing the training necessary for the newly approved software.**

**IV. PURCHASE AND SUPPORT GUIDELINES:**

The purchase of applications will only be approved by the general director of information technology if the application is currently on the approved application list. Applications that are not on the approved list will not be supported. Applications that are on the approved list but are not licensed for district use may not be installed on district devices and will not be supported.

**V. SPECIAL EXEMPTIONS**

The purchase of software for student use through the Special Education Department is exempt from this regulation because of Federal regulations and timelines related to IEPs.