

K-12 Software and Online Subscription Review Procedures

Overview

The review procedure shall define the minimum procedure for performing division-wide and site-based software, freeware for multiple computers, and online subscription reviews. Before purchase, a thorough review should be conducted and filed with the instructional technology supervisor using the enclosed forms.

Purpose

This review will be used to inspect new products for possible purchase and subsequent inclusion on the HCPS approved software and online subscription list. Reviews provide a timely and objective means for assessing software and online subscriptions for purchase and use in an educational setting. The review process helps to ensure that educational software and online subscriptions meet curriculum and technology goals as well as network requirements. Reviews take the form of written documentation and involve instructional and technical staff. Reviews are not necessary for items listed on the HCPS approved software and online subscription list.

Review Procedure – Single Copy

Single-copy software purchases are discouraged. Teachers purchasing single copies under \$100.00 should consult the Technology Specialist and the Computer Resource Technician to ensure that all instructional and technical considerations have been addressed. Schools are responsible for the installation, upgrade and technical support of single copy purchases. Single copy software may not be installed on multiple computers.

Review Procedure – Open Source and Freeware

Although there is no cost involved with open source and freeware, a software review must be completed if the software is to be installed in a lab setting. Only the K-12 Software and Online Subscription Checklist needs to be completed.

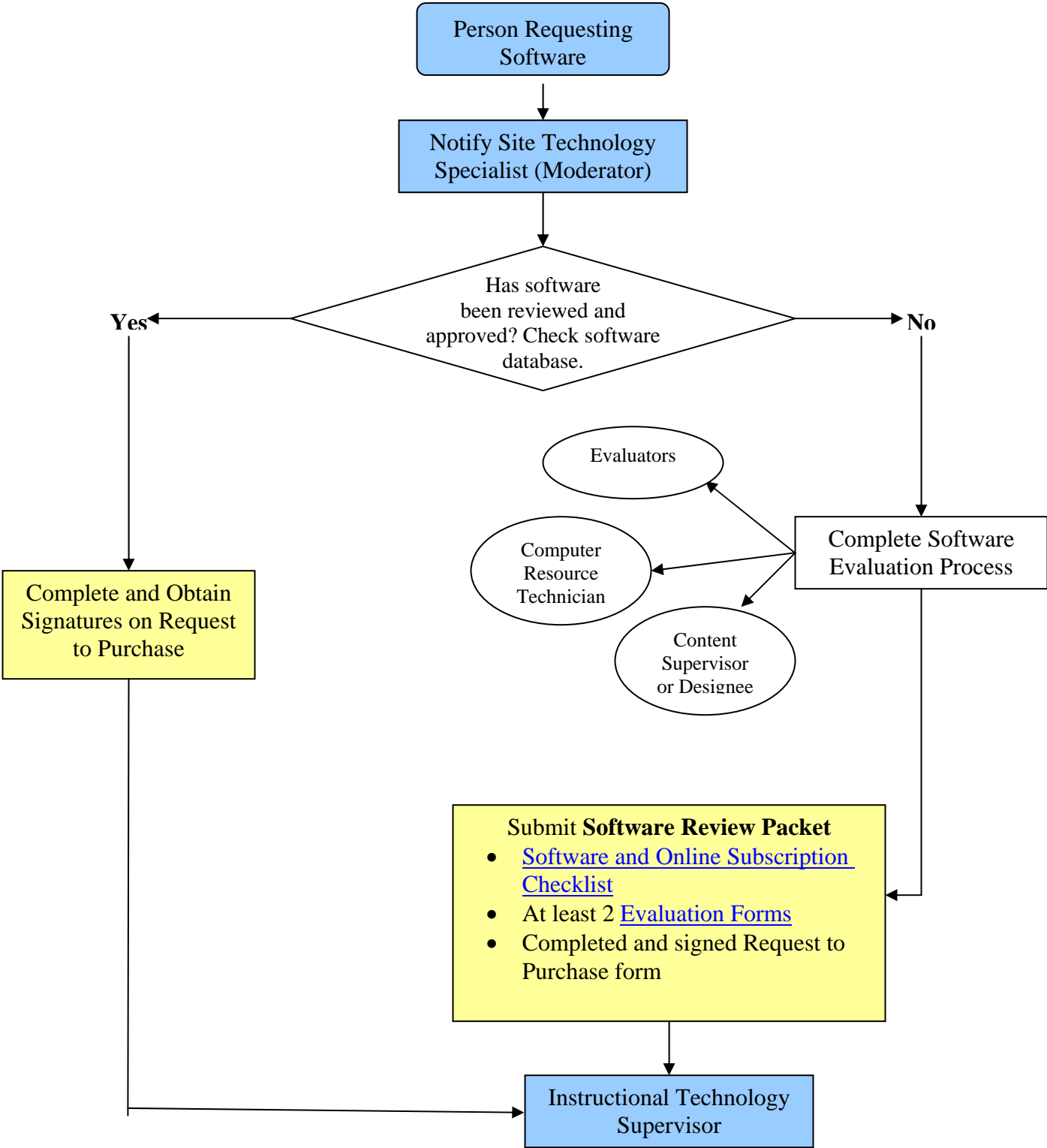
Review Procedure – Multiple Copy, Lab Pack, Site License, and Online Subscription

Schools purchasing multiple copies, lab packs, or site licenses of software and online subscriptions should use the HCPS Software and Online Subscription Evaluation Form and follow the outlined procedures, which includes consultation with the Site Technology Specialist and Computer Resource Technician to ensure compliance with technical requirements. Department heads or subject area supervisors should be involved in the process to address curricular issues. The Instructional Technology Supervisor will maintain a record of the reviews. Newer versions of previously approved software will only need to have the technical requirements on the K-12 Software and Online Subscription Checklist completed by the technician.

Review Participants

Initial review members should include a moderator and a minimum of two additional professional staff/faculty members, which can include technology committee members, supervisors, department heads, and target audience teachers. Technical staff will ensure that all technical considerations have been addressed. The **moderator** is responsible for organizing the review process, ordering the preview copy of software if available, and providing each review member with materials and a review form.

Procedure for Software Review and Purchase



Software and Online Subscription Checklist

Date:	Vendor:
Title:	Copyright date and version:

Location for installation of software -- school lab(s), all classroom computers, or computers used by designated students/teachers (special education, Title I, etc.).

Person Requesting Review: _____

Moderator Review Completed:

Moderator's Signature: _____ **Date:** _____ **Recommendation:** _____

Technician Review Completed:

Technician's Signature: _____ **Date:** _____ **Recommendation:** _____

Reviewers: (a minimum of two reviews are required)

Name	Date	School	Position

For Content Area Supervisor Use

Does the software/online subscription appear to be educationally sound and contain accurate information? Do you feel there is a need for this type of software/online subscription?

Content Supervisor's Signature: _____ **Date:** _____

Instructional Technology Supervisor:

Recommendation: _____ **Date:** _____

For Moderator Use	Y/N
Documentation	
Teacher's Guide provided	
Technical manual provided	
Professional Services and Upgrades	
Preview available	
Quality staff training in software use	
Frequency of upgrades	
Toll free technical support number	
Email or web-based support	
Cost of upgrades	
Preview	
Software has been uninstalled/returned and Central Office notified if PO was issued	

Does this software make use of student/teacher logins or accounts? If yes, briefly describe how they would be managed.

Moderator's Comments:

For Technician Use
Platform
OS
Processing Speed
RAM
Monitor Resolution
Video Requirements
DVD Required
Browser Compatibility

Technician's Comments:

Software and Online Subscription Evaluation Form

Available online at

<http://spreadsheets.google.com/viewform?formkey=dDZhSnRKU0RuM2FNVTfUV0oyaG80OHc6MQ>

Reviewer: _____ Moderator: _____ Date: _____

Title of software or online subscription:	
URL:	
Type of software: <input type="checkbox"/> CONTENT <input type="checkbox"/> SIMULATION <input type="checkbox"/> ASSESSMENT	<input type="checkbox"/> TEACHER PRODUCTIVITY <input type="checkbox"/> STUDENT PRODUCTIVITY <input type="checkbox"/> OTHER _____
Virginia Content SOL correlation:	
Target grade level(s):	Target subject area(s):
What are the best attributes of the software?	
Briefly describe how you would use it.	

Please answer the following questions in relation to the software:

Information is accurate, complete, and current; supports learning goals	Yes	No
Content is related to the curriculum and can be used to support, enrich, or extend learning	Yes	No
Requires learners to become actively engaged; some multimedia enhancements are used make learning interactive; provides some feedback throughout the lesson	Yes	No
Reading level and presentation is appropriate for the target audience	Yes	No
Assessment methods are challenging, appropriate, and related to learning goals; teachers can easily assess students' progress by evaluating the outcomes provided within the product; teachers can track students' progress throughout the program	Yes	No
Free of prejudice regarding race, sex, and religion; content includes some culturally diverse features	Yes	No
Graphics are well-designed and enhance learning; multimedia resources integrate seamlessly; layout is clear and intuitive; text is easy to read	Yes	No
Users can easily save and re-enter the program at any point; most aspects of the program software can be integrated into classroom activities; the program features activities for use in whole class instruction, individual, and group learning activities	Yes	No
The program makes good use of technology to present concepts and ideas so that users can achieve a broader understanding than is possible with a non-digital approach	Yes	No

Do you recommend purchase of this software or online subscription? _____