

# Software Installation Approval Form

Computers that have been imaged by the Technology Department restrict users from installing software. This is done in order to maintain consistency of software throughout the district, prevent memory and/or network intensive programs from being installed, and improve security and downtime of equipment. Principals are able to designate a staff member to receive a separate login/password in order to install software that has been approved by the Campus principal, Technology department, and the Curriculum & Instruction office. Software installed onto district computers are logged on a database that is available for viewing by the principal upon request. After the staff member and principal have signed the form, email it to [freda.clark@wacoisd.org](mailto:freda.clark@wacoisd.org) or fax to 254-755-9637.

The staff member assigned will ensure that:

- Only the approved software is installed on designated machines
- System settings, other than those necessary for the installation, are not altered
- A log is kept of the software installations
- The login/user name is not given to anyone other than the person it was assigned

Staff Member: \_\_\_\_\_ AD Username: \_\_\_\_\_

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Software Titles to be installed:

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Computers:                  Student                                  Teacher                                  Administrator

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Staff Member Signature

\_\_\_\_\_  
Principal Signature/Date

\_\_\_\_\_  
Director of Technology Signature/Date

\_\_\_\_\_  
Executive Director of Secondary Education and Curriculum & Instruction Signature/Date