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|  | Technology Purchases | Date Created: | 10/07/2020 |
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| Dept. Responsible | All | Approval | JNA |

Standard Operating Procedure

1. Purpose

In order to provide uniform approach to cybersecurity and continuity of support for our district improvement plan, Technology Services will need to provide a vetting process to ensure all solutions are fiscally and operationally feasible for Waco ISD. This includes the purchasing of new hardware and software, as well as renewals for software.

2. Technology Services Authority

The purchasing of new hardware and software, as well as renewals for software, must be vetted through Technology Services.

All computer purchases.

- Laptop and Desktop
- Instructional Technology Hardware: Projectors and Document Cameras and other Audio/Visual Learning appliances
- Printers
- ***All purchases of this type should be completed prior to end of business the last day in February.***

All software purchases.

- New software will need to be vetted through the digital review process attached prior to approval.
 - We have several solutions currently in place and do not want to duplicate spending or increase workloads of campus or district personnel and training efforts.
 - Also, an assessment of existing products is needed to assess if the product is not being utilized to the fullest.
- Existing software will continue to follow the normal purchasing process, but still require contacting of Technology Services and Curriculum Instruction to verify current usage.
- ***All Software Digital Reviews will be conducted two times per year, December and again in May.***
 - This will allow for implementation, planning, and training of new platforms during non-peak times in the educational calendar.

3. Campus Purchase Authority

The following items do not require Technology Services Authorization or quotes. We will assist if needed, but these items are available for purchase through existing approved vendors.

Existing equipment ancillaries.

- | | |
|-----------------------------|-------------------------------------------|
| ○ Cables | ○ Thumb drives |
| ○ Adaptors | ○ Presentation clickers and like products |
| ○ Printer Ink | ○ Projection Bulbs (Technology Assisted) |
| ○ Speakers/Headphones/Audio | |

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4. Responsibilities

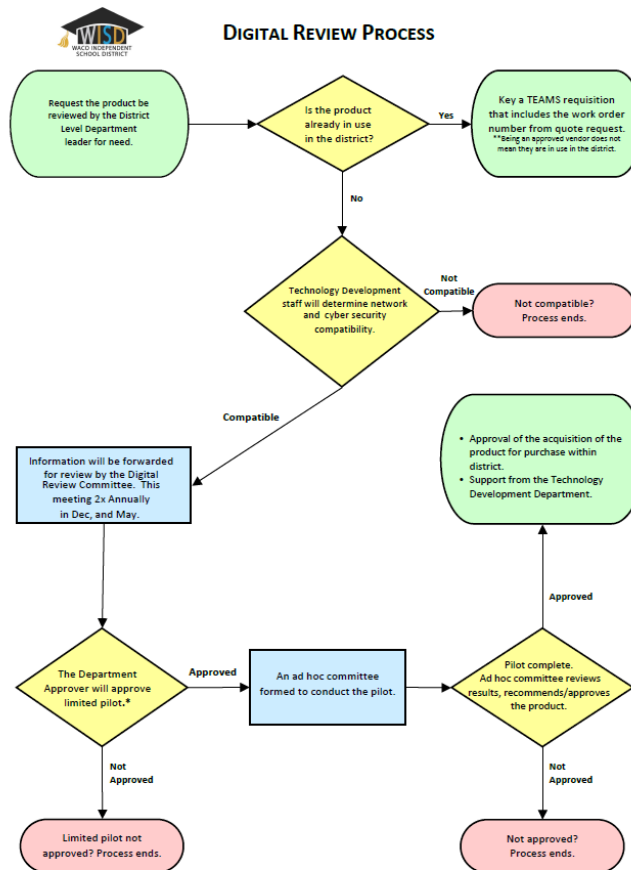
Technology Services will:

- Collect and disseminate quotes to the campuses from approved vendors for Waco ISD for the Inclusions of this SOP.
- Initiate a digital review process for all new software request.
- Technology will initiate a Life Cycle Replacement audit annually of all hardware for replacement or platform changes. This includes student and faculty devices.
- Ensure that the purchase conforms to the district improvement plan.

Campus personnel will:

- Ensure that Technology Services and Curriculum Instruction are included in the vetting process for all new software or hardware.
- Collect quotes for the items listing in Section 3.

Digital Review Process



*The requirement to pilot the product may be waived based on scope of the proposed project, reference checks, results of testing, etc.

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New Software Evaluation Rubric

Waco ISD Digital Review



Rubric: Software Evaluation Rubric

Evaluation of Education Software

| Software Evaluation | | | | | |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| | Poor 1 pts | Fair 2 pts | Good 3 pts | Excellent 4 pts | Comments (N/A) |
| General Software | | | | | |
| Content | Poor No alignment to district initiatives exists. Content does not meet district goals or standards. No Departments approve. | Fair Limited alignment to district initiatives exists. Content meets few district goals or standards. Some Departments see value. | Good Good alignment to district initiatives exists. Content meets some or most district goals and standards of the district. Departments approve. | Excellent Direct alignment to district initiatives exists. Content meets most to all district goals and standards of the district. All Departments approve. | Comments |
| Reporting Features | Poor Product has no, or little, reporting ability. | Fair Product has reporting ability, but it is not compatible with our district systems. | Good Product has reporting systems that are easy to understand. | Excellent Product has simple reporting/printing/ exporting options and is compatible with other district systems. | Comments |
| Support Materials/Training | Poor Support materials do not exist. Technical support is inadequate. Unable to track student progress. | Fair Limited options for assistance are given. Tracking student progress is available occasionally. | Good Assistance is available but not quickly accessible. Additional resources are available, and training is available. | Excellent Assistance is readily available via website and many additional sources are available. Dedicated success manager is assigned to the district for assistance and training. | Comments |
| Technology Services | Poor No security features. Does not integrate with current systems. No provisioning for authentication. No monitoring logs. | Fair Security features are few and integration is minimal. Authentication is at the software level. Monitoring is minimal. | Good Student and Faculty data are <u>shared</u> and authentication occurs through district level. Security complies with SB 820. | Excellent Student and Faculty data are secure with verified SB 820 practices. Redundant systems are in place and monitoring is included. | Comments |
| Educational Software | | | | | |
| Environment | Poor No clear use of the software in regular classroom activities. | Fair Few lessons can be used in the classroom setting and there are few suggestions for use of the material for whole class, individual or group lessons. | Good Software can be integrated in classroom activities and there are suggested uses for whole class, individual and group lessons. | Excellent All features can be used in classroom activities and the material includes activities for whole class, individual and group lessons. | Comments |
| Critical Thinking | Poor Student not given opportunity to engage in higher level thinking. | Fair Student given limited opportunities to engage in higher level thinking. | Good Student given some opportunity to engage in higher level thinking. | Excellent Student given extensive opportunities to engage in higher level thinking activities. | Comments |
| Assessment/Pre-Assessment Component | Poor Assessment is unrelated or not available. | Fair Assessment does not engage learner and additional assessment is required. | Good Assessment is usually appropriate and can provide some measure of what has been learned. | Excellent Pre-Assessment (screen-er) available and assists with placement of student in appropriate lesson/levels. Assessment is suited to goals and student ability and easily assesses what has been learned. | Comments |



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| | Poor | Fair | Good | Excellent | Comments |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Teacher Accessibility | Software allows the teacher limited to no access to the monitoring of activities, assignments, assessments, and grades | Software allows the teacher moderate access to whole group monitoring of activities, assignments, assessments, and grades | Software allows the teacher full access to whole group monitoring of activities, assignments, assessments, and grades | Software allows the teacher full access to individual student monitoring of activities, assignments, assessments, and grades. Can be accessed by Teacher, Administration, and District level. | |
| Effectiveness in teaching | Software is ineffective in teaching desired content. Interactivity is unrelated to learning, not directed at student enjoyment. | Software is partially effective in teaching desired content, with limited interactivity and appeal to students. | Software is mostly effective in teaching desired content, with some interactivity that appeals to students. | Software is effective in teaching the desired content in an interactive way that students will enjoy while learning. | |
| Progress Learning | Students advance at a much too slow or too fast pace. Speed is not based on individual needs | Students advance at a slightly slow or fast rate. All students advance at the same speed. | Students advance at a moderate rate. Most students advance at the same speed. | Students advance at a speed that is appropriate to their individual learning needs | |
| Interactivity | Lacks enhancements to actively involve the learner/user. | Minimal enhancements to actively involve the learner/user. | Contains some enhancements to actively involve the learner/user. | Possess many enhancements that require learner/user to remain actively involved. | |

Comments:

Administrative signatures needed:

Technology Services

Curriculum Instruction

Principal/Administration

Finance/Business Services

Departmental: Bilingual/Special Education/Athletics/Facilities/Other Departments
