

### **Procedure for securing permission to:**

- 1. purchase software for teacher/student use**
- 2. load purchased software on LWISD computers**
- 3. download software**

### **Purchasing and Loading Software for Teacher/Student Use:**

- 1. Make sure the item is from an approved vendor.**
2. Teachers must submit a request and justification **to his/her Principal** for approval of purchasing software.
3. If the Principal approves the purchase and has the funding to purchase the software, he/she will email the request to the Executive Director of Instruction or Director of Special Services if the request is from a special education teacher. Only requests directly from a campus principal will be considered for approval.
4. The Executive Director or Director will seek clarification with the Principal and the Technology Director before approval or denial.
5. Once approved, the Executive Director or Director will notify the Principal to proceed with the purchase order. The purchase order must end in "16" to be approved by the Technology Director.
6. Once the software is received, the Principal will notify the Executive Director or Director of the needs for loading the software (which computers are to be loaded, etc.) and the work order to the Technology Department will be generated from the Executive Director. The Technology Department will not honor work orders to load software on teachers' computers from anyone other than the Executive Director of Instruction or Director of Special Services office.

### **Downloading Free Software from the Internet**

1. Downloading Free Software from the Internet will be on a case by case bases and support will be limited.
2. Teachers must submit a request and justification to the principal for approval of downloading free software from the Internet.
3. If the principal approves the downloading, he/she will email the request to the Executive Director of Instruction or Director of Special Services.
4. The Executive Director or Director will verify need and technical requirements with Principal and Technology Director.
5. If approved, the Executive Director or Director completes the work order to the Technology Department for the downloading of the free software.