

ADMINISTRATIVE PROCEDURE**INSTRUCTION****Supplemental Software Selection**

The selection of supplemental computer software and related information technology resources must be consistent with our District's:

- Goals for student learning.
- Curriculum.
- Standards for quality instructional materials.

The selection and approval process required for supplemental software will vary depending on its intended use. Software used extensively, as measured by time, amount of student use and/or the number of students using will need to undergo a more involved selection and approval process.

Software that will serve as the primary resource for a course will need to follow the same selection and approval process for textbooks.

In order to determine the extent supplemental material will be used, the following checklist should be completed.

- The software will be used directly by students.
- The software will be used for whole class instruction of students.
- The software will be used for ten lessons or more.
- The software will be used by more than one teacher.
- The software will be used by more than one grade/department.
- The software will be used by more than one building.

Count the number of checks:

- 0-3 Principal approval
- 4 or more District approval

Prior to approval at either level, evaluation of the software will include:

Alignment with District:

- Goals for student learning.
- Curriculum.
- Standards for quality instructional materials.

The program should:

- Be compatible with District's current hardware and software
- Be accessible to persons with disabilities

When district level approval is needed, it will need to be reviewed by one or more of the following:

- Board
- Superintendent
- Assistant Superintendent
- Director of Curriculum
- Leadership Team
- Teaching and Learning Council

Each situation will be independently evaluated to determine the most appropriate review.

ADOPTED: November 18, 1997

REVISED: February 9, 2009; November 25, 2013

REVISED: Moved to 6:210-AP3 – March 2, 2017

REVISED: June 8, 2021