Lisbon School District

15 Newent Road
Lisbon, CT 06351

Business/Non-Instructional Operations

Acquisition and Updating of Technology

Technology Purchases

The Board encourages the application of technology to any District function where efficiency, reliability or student learning will be improved.

New Programs

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the administrative staff. Pilot projects shall be established and evaluated for effectiveness whenever possible prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantially improve efficiency, reliability or learning beyond current or "traditional" practice.

Whenever funds are allocated for the purchase of new technological hardware or software, funds shall also be allocated for staff training and the necessary supplementary materials and documentation.

Upgrades

The Board recognizes the need for continuous upgrading of District technological resources and directs the Superintendent or his/her designee to implement a plan and a budgeting process that ensures the regular replacement of equipment and software.

The District Technology Coordinator shall submit a plan annually to the Superintendent for upgrading the District's technology resources based on a replacement cycle of not longer than three years. The plan shall include recommendations for expansion of resources where appropriate, based on the evaluation of pilot programs, and shall include provisions for staff training and curriculum/materials development. The plan shall be considered by the Board as a part of the annual budgeting process.

Guidelines for Technology Purchases

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
   a. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware.
   b. Available training from vendors shall be reviewed.
   c. Consolidation of purchases shall be planned to insure a more favorable price or bid.

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Guidelines for Technology Purchases (cont)

2. Equipment and software decisions shall be the result of comparisons and study of the products from a variety of the vendors.

3. All hardware and software purchases require approval of the District Technology Coordinator prior to ordering.

4. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goal of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, workshops and courses.

5. The distribution and assignment of hardware and software within buildings and between buildings will occur under the direction and approval of the District Technology Coordinator

6. A technical resource, hardware or software, shall not be taken out of service until all possible use of the resource within the District/school is exhausted as determined by the District Technology Coordinator.

(cf3523.3 Computer Security)

Policy adopted: 08/25/08 – Lisbon Board of Education

Lisbon Board of Education