

## **WCPS Technology Software Approval Regulation/Process for End Users**

### **Approved Software Procedure:**

Only technicians will be allowed to install software on any machine that is on the network. ITRT's will be limited to software installs that are granted (by policy) to them by the technicians, and can only be installed with their logins.

Any software that is to be bought or installed must be reviewed by the software compatibility team in a maximum of 2 weeks. The Technology Department reserves the right to deny any software package (even if it has already been purchased) if it requires too much overhead on our network or it is no longer supported by the manufacturer.

Certain standards will be set on word processors, email programs, art programs, etc. and all others will be placed on a denied .exe list and banned by group policy.

### **Software Approval Process:**

**Please do not purchase the software until it has been approved.**

Steps for getting software approved

1. Teachers, administrators, and staff must complete a Software Approval Request Form then send to Director of Technology
2. Software Team, local school tech, ITRT, and Director of Technology will be responsible for evaluating the software and making final approval/denial.

### **Reason for Approval Procedure:**

The Technology Department must evaluate the software in question to make sure it will work on our network and if there are any special needs before the software is installed.

The Technology Department has already encountered a software request that if we had not gone through this process the software would not have worked on the computers for which the software was to be purchased.

We are using this process to ensure that the software that you (teachers, administrators, staff, etc.) would like to use can/will run on the computer for which it is intended.

By implementing this process, the Technology Department will ensure that the software purchased will eliminate the frustration of trying to install software that will not work properly, or will not install, on the computers/servers used in the Wise County Schools.

# Wise County Public Schools Software Approval Request Form

Name: \_\_\_\_\_ School: \_\_\_\_\_

Software Title: \_\_\_\_\_

Software Manufacturer: \_\_\_\_\_

\* Number of Users: \_\_\_\_\_ Number of Licenses Required? \_\_\_\_\_ Licenses Acquired? Y / N

Operating System of computer (XP, Vista, Win 7) \_\_\_\_\_

Requested Use: \_\_\_\_\_

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Please be as specific as possible when completing this form. Lack of specificity will result in delayed processing of form.

Please send the completed form to Pat Johnson, Director of Technology, at the Education Center of the School Board Office.

**For Official Use Only Request is \_\_\_Approved \_\_\_Denied**

**Reason for approval or denial:** \_\_\_\_\_

Please see either your ITRT or Technician if you have questions concerning the completion of this form. They will be happy to assist.

**\* Licensing information must be completed before the request can be completed. This addresses the legalities of how many and on which computers the software can be installed. Wise County Public Schools' Technology Department will follow copyright laws for software installation.**