

Administrative Procedure 141

141 - SCHOOL SOFTWARE PURCHASING, LICENSING AND INSTALLATION

Background

Providing access to educational software and on-line learning resources is necessary to enhance student learning throughout Wild Rose Public Schools. However, with the multitude of different types of software and on-line learning resources that are available for purchase or for free, issues arise as to the educational benefits of some types of software as well as the stability and interoperability of software on the Wild Rose Network.

Procedures

1. The school division will provide a core set of software that will allow schools to meet the ICT outcomes set out by Alberta Learning as well as the business needs of the schools. This will be the base image that every school will receive.
2. This base image will be modified with specific pieces of software that the school has purchased licenses for to create two different images. Teacher station images, lab/student station images. This modification will take place twice a year, prior to school startup and prior to the start of the second semester. No individual software will be installed on teacher or student stations during the course of the year. All teacher station images will be the same throughout the school, and all lab/student station images will be consistent for an entire lab.
3. Any software or on-line learning resources that schools want loaded on the specific images for their teachers/student stations must meet the following criteria:
 - a. Educational software or on-line learning resources that schools/teachers wish to use must be first evaluated by a school technology/software committee as to the educational value of the software or resource. The school's IT will be part of this committee and will provide feedback on the compatibility of the software or resource with our current system and will provide deployment options to the staff. Software or on-line resources that do not meet the minimum requirements of our systems or pose a security, stability, or interoperability issue on our systems will not be loaded or used.
 - b. Once evaluated, the committee must decide on the appropriate numbers of licenses to purchase. If this is a teacher application in the school then all teacher stations will be provided with the software and the appropriate numbers of licenses must be purchased to meet this need. If the software is student based and is to be distributed to a lab or labs then the entire lab or labs must be licensed. If the application is to be on both the teacher stations and the lab/s stations then the appropriate numbers of license must be purchased to meet this need. In the case where a school has multiple labs adjusting a student image for one lab is acceptable.
 - c. The IT must be presented with the software and the licenses one month prior to an image being built. The software and the licenses will be kept at Division Office.
 - d. The IT will modify the current images to incorporate the new software and will push out the new images prior to the start of the school year and prior to the start of the second semester.
4. Exceptions:

a. Special Needs Software

Coordination and purchase of special needs software at specific schools will be done centrally through the student services department in conjunction with the IT department. Student Services will advise as to the educational benefit, and the IT will advise of the compatibility and deployment options. Special needs software will be deployed on an as needed basis throughout the school year to ensure that we are meeting the specific needs of our special needs students.

b. Administrative Software

Administrative software installations and upgrades will take place throughout the school year to ensure that schools are able to meet the reporting and planning requirements of the division and Alberta Learning.

c. High school and Junior High software

Due to the fact that high schools and junior high schools have specialized subject areas, software specific to teachers in a particular department will be purchased and loaded for everyone in that department or subject area and will be dealt with on a case by case basis. However, this software will only be loaded twice per year and is subject to the same purchasing and installation procedure as all other software.

d. Expensive Software

As a result of cost, some software may not be able to be purchased for an entire teaching staff. In this case the software if compatible may be distributed on a licensed basis through the Wild Rose Networks Citrix farm, or may be installed on a common staff workroom computer.