

Technology Acquisition Survey

The purpose of these questions is to assist the campus in the evaluation of potential new technology. Three key elements are covered in these questions. For the purposes of this document, the term “technology” includes hardware and/or software.

The first primary element is: what is the **impact on the technology staff**? This question is designed to help the campus understand a frequently neglected component of the total cost of ownership equation. The amount of support required and the amount of time the technology staff spends on deploying new technology needs to be considered when calculating the overall impact on the technology staff.

Another key element is the thought process in purchasing the technology. We as a district are going to simply ask, “what is your plan?” Do you have an overall **instructional plan** that includes the new technology? Technology only REINFORCES instruction. It can NOT ACT as instruction.

The final key component is to ensure that a new software package will not create a need for a hardware upgrade or additional. Many times, a program will be purchased without regard to **hardware requirements**. This creates a financial burden on campus and ultimately the district as well as an additional burden on the technology staff. This document is designed to assist the campus in addressing this issue and to ensure that this element is also considered in the total cost of ownership equation.

Other categories include basic **product information & evaluation** and the **financial** impact on the campus/district.

Some of the questions will be difficult to answer without implementing the program. Resources that can assist in these questions are listed at the end of this document. The goal of this document is to help you consider and take into account these key areas during the decision making process.

Once you and your campus principal have completed and signed off on this form, please return it to Bill Thetford at Central Office or Clay Walker at the Technology Center.

Project Information & Evaluation

- Teacher(s)
- Principal Signature
- Campus
- Software Title
- New Hardware Required
- Have you compared this to any other product?
- Why did you choose this product over the others?

Instructional Planning

- What is your plan?
- What is the need for the new technology?
- Where does your Campus Improvement Plan call for the new technology?
- Was the plan for new technology identified as a need in the Campus Needs Assessment?
- How will the new technology be used? (extension, remediation, supplemental instruction)
- How will it be implemented on the campus?
- Specifically, what students will it address the needs of? (grade level, subgroups)
- How will it fit with the programs we already use?
- Where does this fit into the overall curriculum alignment of the district in reaching our campus and district goals?
- What kind of success does this guarantee for our students?
- Is the software aligned with the TEKS?

Hardware Requirements

- What are the hardware requirements?
- What additional hardware and/or peripherals are needed? (projector, printer, cables, USB ports, additional wiring)
- In what part of the building will the program be implemented? (office, library, lab, classroom)
- Is the company you are purchasing from willing to give the district a free trial version? For how long?
- What kind of technical support is available from the vendor?
- Does this your plan call for lab time to use the software? If so, will the lab time be in addition to the existing schedule or replacing the existing schedule?

Financial

- Is the money already budgeted to spend and how much?
- How will it be paid for if not budgeted for?
- How much does the technical support cost?
- Are there any hidden costs? (Service agreements, yearly upgrades, etc.)
- How much are the hidden costs?

Impact on the Technology Staff

- Will this work with our network?
- Is the company willing to provide onsite support during the installation of software?

Resources:

BISD Technology Staff
Laura Hill
Carlton Mann
Richard O'Hara
Bill Thetford