

RSU #63

- a. NEPN/NSBA Code: IJKA
- b. Title: Purchasing of Computer Hardware and Software Licenses
- c. Author: Technology Committee
- d. Replaces Policy:
- e. Date Approved: 09/27/2021 RSU #63
- f. Previously Approved: 09/22/2014
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Technology Coordinator and Policy Committee
- i. Date Reviewed: 08/12/2021 Technology Coordinator
08/25/2021 Policy Committee
- j. References:
- k. Narrative:

This policy is to ensure district personnel do not inadvertently purchase any software or hardware that will not work as intended or violate any student privacy rights. There should be no misconception concerning Technology Coordinator support regarding licensing requirements and the legality of such requirements.

I. Guidelines:

- A. These Guidelines are for the good of the District to protect our students, and to help the end user requesting the hardware/software. Therefore, they are in effect for all technology-related purchases, regardless of funding source. **Free, trial, and/or open-source software** that is for use by students must not be installed without prior approval by the Technology Coordinator.
- B. The Technology Coordinator will have full and prior knowledge of any technology purchases within RSU #63 (the District) including purchases made through grants and/or donations.
- C. The Technology Department will not support any purchase made without prior consultation.
- D. The Technology Coordinator must review all purchases based on student privacy laws, software compatibility, and licensing requirements.
- E. The Technology Coordinator will provide RSU #63 teachers and administrators with a list of current approved software at least annually.
- F. A form will be developed and used for all software requests. Copies of documentation (approvals and denials) will be kept on file by the Technology Coordinator.

II. Technology Department Liability Limitation:

- A.** If any hardware/software is purchased or installed without approval of the Technology Coordinator it will be charged to the purchaser and must not be used with students.
- B.** The Technology Department will not be accountable for function failure should a user, within the District, purchase or install any hardware/software or technology equipment without the approval of the Technology Coordinator.

III. User Notification:

This policy, request form, and list of approved software will be shared with staff

- IV.** Local, state, and/or federal requirements will supersede all aspects of this policy. Any conflicting legislation will be grounds for the Technology Committee to review and recommend changes to the policy as needed.