

## **Technology Request Process**

The Technology Request Process is used to select and implement new or upgraded hardware, software or web based subscriptions. This process is not meant to restrict innovation, but rather to ensure that technology resources are used as creatively, efficiently, and effectively as possible. The ultimate goal is to ensure an articulated learning experience for our students as they progress from kindergarten through grade twelve.

You must use this process whenever a new or upgraded hardware or software item is considered for implementation. You do not need to use the process for implementation of previously approved technologies. Note however, this process must be used for any technology implementation that is “new to an area of study”.

### **Who created this process and why?**

The K-12 Information Technology Committee has the responsibility for investigating hardware/software for the K-12 technology curriculum. To help with this task, the committee created this process and document. This process:

- supports teachers as they choose software and hardware for instruction.
- encourages careful decision-making at the building and district level regarding new hardware and software.
- establishes and maintains consistency regarding the upgrading of hardware and software in our schools.
- ensures technical and instructional support for hardware and software.