

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 140.6
PROCEDURE:	SOFTWARE/APPLICATIONS AND EXTENSIONS REQUEST CRITERIA		

BACKGROUND

The Division recognizes the value of new software programs and Chrome(book) application/extension programs that have a positive contribution to both the instructional and learning processes. To help maintain a quality education program the school division requires that only software and applications/extensions vetted for curriculum relevance be purchased/approved and installed on the Christ the Teacher School Division computers by the I.T. Department.

CRITERIA

1. All computer software and applications (including extensions) in use are purchased by the school division under academic licenses. Software and applications/extensions must be used legally in accordance with relevant licensing and copyright agreements. Software and applications that are not purchased nor authorized by the Christ the Teacher Catholic School Division cannot be used in any capacity within the school division. Free software and applications still require division authorization.
2. Only system approved standard software and applications/extensions installed by the IT Department are allowed to run on school division networks.
3. All software and application/extension requests will be forwarded to the school principal. Upon approval from the school principal, all software and application/extension requests will be vetted by the Superintendent of Education for curriculum relevance and then reviewed by IT to ensure appropriate IT criteria are established.
4. All requests for software and applications/extensions that have had previous approval will only need to be approved by the school principal. The school principal will then request support from IT for assistance and installation. Refer to Appendix A for software requests and Appendix B for Chrome(book) Application/Extension requests.
5. Chrome and Chromebook applications/extensions that have been previously approved can be found in the private web store at <http://chrome.google.com/webstore>. Login using your @cttcsed.ca account. Then click on CTTCS-Authorized.

Date Revised: March 9, 2016
August 27, 2019

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Appendix A Instructional Software Request Form

**** Completed Form is to be submitted to the School Principal ****

Name of Evaluator:		Date:	
Software Title:			
Supplier:		Year Published:	
System Requirements:			

User:		1 Station		Network		
Usage:		Teacher		Student		Both

INSTRUCTIONAL

Instructional Techniques (check all that apply)

☐	Standard Instruction	☐	Remediation (drill and practice)
☐	Enrichment	☐	Publishing Tool
☐	Management	☐	Simulation
☐	Problem Solving	☐	Critical Thinking
☐	Educational Game	☐	Assessment/Testing
☐	Reference	☐	

If the software supports Saskatchewan outcomes please complete the following sections:

Curriculum Area(s): _____ Grade Level(s): _____

1. Please list the Saskatchewan curriculum outcomes addressed by the software and how this software will enhance and extend these curriculum outcomes.

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2. Explain ways the software can engage students through critical thinking, independent thinking, cooperative learning, investigative problem solving, creativity, etc.

COSTS

3. Initial cost of this software:

Site License Version		copies @	\$	=	\$
Lab Pack Version		copies @	\$	=	\$
School Version		copies @	\$	=	\$
Individual Copy		copies @	\$	=	\$

4. Will there be any annual fees for updates? If yes, what are the annual fees?

5. Will there be any additional costs for supporting materials (e.g.: reference materials) or hardware (e.g.: sound cards, speakers, headphones, printer)?

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Appendix B Chrome(Book) Application/Extension Request Form

**** Completed Form is to be submitted to the School Principal ****

Name of Applicant: _____

Name of the application/extension from the Web Store (full precise name): _____

Name of Company this application/extension is offered by: _____

Version number: _____

Last Updated: _____

Cost of Application: _____ (If free, be sure to check if it is a trial version or demo, and if it will stop functioning after a specific amount of time.)

1. Please list the Saskatchewan curriculum outcomes addressed by the application/extension.

2. Please explain how this application/extension will assist the student and/or teacher to enhance the learning/instruction.

PURCHASE RECOMMENDATION

This request was received on _____ and reviewed by the school principal and is:

Recommended: _____

Not Recommended: _____

Comments:

Principal Signature:		Date:	
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This technology was vetted according to the division criteria and is:

Recommended: _____

Not Recommended: _____

Comments:

Superintendent of Education Signature:		Date:	
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