



New Software/Hardware & Online Subscription Evaluation Form

Requester's Name: \_\_\_\_\_ Principal/Director Initials (REQUIRED): \_\_\_\_\_

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Technology evaluation review completed by: \_\_\_\_\_

Company: \_\_\_\_\_ Software/Hardware Title: \_\_\_\_\_

Version: \_\_\_\_\_ (i.e. Adobe/Amazon) (i.e. PhotoShop/Kindle)

Note: The district generally requires that sites/departments purchase web-based products rather than software. This streamlines technical support and enables students/teachers to access it anytime, anywhere.

Note: When available, tech support from the company must be provided and budgeted for annually. Technology will work with the company directly if technical support needs arise. Documentation attached must indicate Windows 7/Mac OS X compatibility.

- 1. Company website (URL) \_\_\_\_\_
2. Attach licensing documentation
3. Does this replace an existing program/online resource? [ ] Yes [ ] No
If so, which program does this replace?
4. Is this a web-based program? [ ] Yes [ ] No
5. Describe program \_\_\_\_\_
6. If approved and technically compatible with district's network/PCs, Mac's where will this be installed and utilized?
[ ] All Sites [ ] District Office Only [ ] Your site only [ ] Other \_\_\_\_\_
Note: Be sure to include the location the software/hardware will be used.
7. Is technical support available from the company? [ ] Yes [ ] No
8. Is the content of the product age appropriate and does it meet all federal, state, and school board regulations? [ ] Yes [ ] No or Not Sure (additional review/permission will be necessary.)

Additional Notes or Comments:

Department Use ONLY:

Compatibility Evaluation by: \_\_\_\_\_ Title \_\_\_\_\_
Technology Department \_\_\_\_\_ Technology Department/ Date \_\_\_\_\_
Completed

Approved by \_\_\_\_\_ Date \_\_\_\_\_
Director of Technology

