



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