

## **Medina City Schools Technology Software and Hardware Purchases**

The administration of Medina City Schools would like to emphasize the policy of purchasing both technology equipment and software.

The Technology Coordinator needs to authorize these purchases to ensure that they can be integrated into the district's technology system.

- A. When a school is considering computer, projector, camera, and other such equipment purchases, the district technology coordinator needs to be involved with the purchasing decision. All teachers' technology purchasing requests should be coordinated through the building technology committee. The committee will consider each request and make recommendations to the principal. The district technology committee representative, with building administrative support, will then take the recommendation to the technology coordinator for the final approval. The equipment should then be ordered through the technology department.
- B. When software is being contemplated for use in a particular classroom, computer lab, or the entire school, it should follow the same procedure as equipment requests. However, if the building committee agrees to purchase software that is not on the approved installation list, a demo copy or an evaluation copy must be forwarded to the technology department for testing. These software purchases must be generated by the technology department.
- C. Personal, grant or PTO purchases and donations need to comply and integrate with the district systems and should be coordinated through the technology coordinator in the manner described above.

To summarize, there should not be any technology equipment or software purchased without the final consent of Medina City School District's Technology Coordinator.