

## Las Cruces Public Schools Instructional Technology Strategies Planning Document

School /  
Department: \_\_\_\_\_

Funding source: \_\_\_\_\_

Select one:

Software Purchase

Equipment Purchase

Briefly describe your intent for purchase and anticipated timeline for Implementation:

Cost	One time purchase		Recurring Cost - requires annual fee license renewal		Type of Equipment	Installation (by school or TSS, please select one)		Rostering <i>*See definition on 2nd page</i>	
	Yes	No	Yes	No		TSS	School	Yes	No
Software	Yes	No	Yes	No		TSS	School	Yes	No
Hardware	Yes	No	Yes	No		TSS	School	Yes	No
Professional Development	Yes	No	Yes	No		TSS	School	Yes	No

**Specific to Equipment Purchases:**

School/Department considerations: Where will equipment be located? Please circle and provide room numbers where applicable:

- Mobile Lab \_\_\_\_\_
- Computer Lab - Room # \_\_\_\_\_
- Classroom - Room # \_\_\_\_\_
- Desktop min-lab - Room # \_\_\_\_\_
- Other: \_\_\_\_\_

Administrator Certifies that all questions have been discussed:

\_\_\_\_\_  
Administrator Signature: Date

**For Central Office Use Only:**

CAO

DIT

DAR

\_\_\_\_\_  
Approved by: Chief Technology and Research Officer

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### Additional Information to Consider before Purchase:

#### Rostering Definition(s):

Rostering is creating a list of classrooms, teachers, and students in a spreadsheet for upload to the software purchased. The software vendor will provide detailed directions on completing and uploading the spreadsheet. Once the spreadsheet is uploaded; accounts will be created for those teachers and students participating in the purchased program.

To obtain classroom, teacher and student information for your spreadsheet(s), either reference Report STU408 Class List on Synergy or custom build your own classroom, teacher, student lists.

If software requires rostering, then the school understands that the school, not the district, will be responsible for uploading teacher, student, classroom information.

#### Software questions:

Is software aligned to our LCPS curriculum guides? Aligned to Common Core Standards?

Is it research based? What data reports does it provide? How much does the teacher must do?

Who is the target audience?

What does the vendor provide?

What is the district have to provide in terms of support? Does the district upload the student files?

Can it be merged with our Student Information System?

What are the hardware requirements? Does your existing hardware meet these requirements?

Do we own the licenses or does require annual renewal of student licenses?

What are the workstation requirements to run the program?

Does the program have a client installed? If so, does it require administrative rights?

Is the program web-based? If the so, how much bandwidth is required?

Is the program web based with content installed on a local server?

If the program requires a local server, what are the requirements?

#### Equipment Purchases:

Impact on classroom where equipment is going to be installed:

Physical Plant considerations: Is there sufficient electrical capacity and airflow;

Does the room have network connections?

Does the room meet ADA requirements?