

Las Cruces Public Schools Instructional Technology Strategies Planning Document

School Name: _____

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 | Indicate type of Support Service required: i.e.. PD, installation, rostering, etc. |
|--------------------------|-------------------|----|--|----|-------------------|--|
| | Yes | No | Yes | No | | |
| Software | Yes | No | Yes | No | | |
| Hardware | Yes | No | Yes | No | | |
| Professional Development | Yes | No | Yes | No | | |

Specific to Equipment Purchases:

School site 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:

Principal Certifies that all questions have been discussed:

Principal Signature: Date

Route To:

Chief Academic Officer Date

Executive Director of TSS Date

Director of Analysis & Research Date

Chief Technology and Research Officer Date

Once document is signed and returned to you, upload in iVisions with your request for purchase.

Las Cruces Public Schools

Instructional Technology Strategies Planning Document

Additional Information to Consider before Purchase:

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?

Once document is signed and returned to you, upload in iVisions with your request for purchase.