

## **Business/Non-Instructional Operations**

### **Acquisition and Updating of Technology**

#### **Policy Guidelines for Technology Purchases**

Because of the district's interest in technology and the need to engage in thoughtful planning prior to purchase, the following policy guidelines have been established. Prior to purchase these guidelines are to be reviewed.

#### **1. Considerations**

- a. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
- b. Equipment and software decisions shall be the result of comparisons and study of the products from a variety of the vendors.
- c. Staff involvement in planning before purchase and in-service programs after purchase shall be considered.

#### **2. Procedures**

- a. Establish needs and objectives
  - (1) The District-Wide Technology Committee shall be established which will help identify objectives, site needs and priorities.
  - (2) Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware.
  - (3) Hardware purchases shall be the result of consultations with other users, demonstration programs and compatibility with district needs.
  - (4) Available training from vendors shall be reviewed.
  - (5) Consolidation of purchases shall be planned to insure a more favorable price or bid.

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THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut