

# TOWNSHIP HIGH SCHOOL DISTRICT 214

## FOREST VIEW PLANNING TEAM

### Software Selection/Screening

#### BACKGROUND

As part of an aggressive program for integration of computer technology D214 has experienced rapid growth in its instructional software base. At this point in the evolution of computer integration an instructional software screening/selection process leading to designation of certain software titles as a district standard is important to help ensure:

Teaching professionals continue to have a voice in determining technology tools useful in their practice.

The cost and risk to the district from unwise or unwanted software purchases is minimized. Software purchases are aligned with the hardware and operating system standards necessary for both efficient and effective use.

#### What Are We Being Asked To Approve?

The FVPT is being asked to approve the following list of instructional software recommended by a joint meeting of the Academic Technology Coordinators, Technical System Supervisors and Head Librarians as the district standard.

Note: Software in *italics* are on every base image

#### **DATABASE**

FileMaker Pro 6 and 8  
*AppleWorks* - installed,  
but no support

#### **DESKTOP PUBLISHING**

In Design

#### **INTERNET BROWSER**

*Firefox* v3.xx  
*Safari* – 3.2x  
Internet Explorer  
Windows only

#### **WORD PROCESSOR**

Microsoft Word\*\*  
*AppleWorks* - installed,  
but no support

#### **COMMUNICATION/E- MAIL**

First Class 9.106

#### **PRESENTATION**

Microsoft PowerPoint\*\*  
*AppleWorks*- installed, but no  
support

#### **SPREADSHEET**

Microsoft Excel\*\*  
*AppleWorks* - installed, but no  
support

#### **GRAPHICS**

PhotoShop Elements 2 &3  
PhotoShop 7, CS CS2,CS3,CS4  
iPhoto v6

#### **GRAPHIC ORGANIZER**

Inspiration - V.7.6

#### **SPECIAL EDUCATION**

*CoWriter*  
*Read OutLoud*

#### **WEB PAGE DEVELOPMENT**

Macromedia / Adobe Suites  
Moodle

#### **UTILITIES**

*RDC*  
*Adobe Reader 8*  
*VLC*  
*Safari Remote Desktop*  
*MPEGmediastreamclip*

#### **VIDEO EDITING**

iMovies\*v6  
iTunes\*v6

#### **OPERATING SYSTEM**

Mac OS X  
WindowsXP

#### **CALENDAR**

iCal  
First Class

#### **STUDENT INFORMATION**

MyGradebook

\*ILife Suite (Ver 6.0)\*\*Microsoft Office Suite 2004(Tiger) and 2008(Leopard)

### **What is Meant By Software That Is A District Standard?**

District standard or supported instructional software is any title or version of that title, tool, suite, or subscription site that has completed the D214 screening process and successfully met all the evaluation criteria. Software that is a district standard is approved for ITIP or textbook purchase, installation and training instead of and above any other software title, tool, suite, or subscription site not having attained district standard status.

### **How Was The District Standard List Determined?**

Academic Technology Coordinators, Technical System Supervisors and Head Librarians used the following criteria to determine this current district standard list of instructional software.

Actively being used in instruction trained and supported in all our high schools.

Compatible and desired features run well on district hardware infrastructure and management system.

Available from usual suppliers.

Appears it will be around for a while - no immediate replacement being advocated by users or publishers.

### **How Will Instructional Software Get Added To The Current District Standard List?**

The decision for designating an instructional software a district standard (supported) will be made by consensus of the Academic Technology Coordinators, Technical System Supervisors and Head Librarians at their regularly scheduled joint meetings.

For the purpose of this determination they will use 'smart question' screening. Smart questions are the questions you ask yourself and/or appropriate others before you approve (sign off) on the purchase of any instructional software title, version of that title, suite, tool or subscription site. The following is a sample from an evolving set of smart questions.

1. What is the cost of the title under consideration and how does the cost compare to similar applications?
2. Is the title to be a district or building purchase? Is the title available for district licensing?
3. Is the title being considered for use by all instructional staff and students or selected staff and students? Is the title itself being taught or the application concept?
4. Will we be sharing files/products from this title outside of the district?
5. Do our users view this title as a superior application? Why? Is this title an industry standard?
6. Who is the publisher or supporting the title? Are they reputable and dependable? Have they provided reliable technical troubleshooting assistance?
7. Do we have a choice or is this title arriving bundled with or required by a change in operating system?
8. Does this title represent a new application for which no current standard exists? Does the title address a different level of user ability or sophistication when compared to a current district standard?
9. Is it advisable to have more than one standard for this kind of application?

### **How Will Instructional Software Titles Get Removed From The Current District Standard List?**

The first step in removing an instructional software title from the list of district standards is to designate it "end of life." ATC, TSS and HL will make this determination at their joint meetings. This is generally what is considered when recommending end of life.

1. Only a few users.
2. Not available from usual suppliers.
3. No new development (versions etc.).
4. No longer supported by original publisher.
5. Has been or is being replaced by superior application.
6. No longer compatible with or functional in current operating system.

### **How Do Instructional Software Titles That Aren't On The Standard List Get Selected (Screened)?**

In addition to the titles proposed as district standard instructional software additional titles used in all schools fall into two other categories. These software titles constitute a defacto district standard.

Web based subscription sites

Software selected as part of the textbook recommendation

### **Software Selected As Part Of The Textbook Recommendation**

Beginning with the 2003-04 school year Division Heads, Academic Technology Coordinators and Technical System Supervisors have joint and separate responsibility for 'sign off' on any software titles published by the textbook company and recommended by textbook committees as part of their selection process. Smart question screening is being documented for software screening and sign off starting the 2004-05 academic year. The multi media specialist will house a database of these titles.

### **D214 Web Based Subscription Sites**

D214 Web based database sites are subscribed to on an annual basis and selected by Head Librarians, Counselors and BTLS staff. Smart question screening by the head librarians include the following:

Does it support the curriculum?

Do students/staff find it easy to use and navigate?

Does it have breadth and depth of coverage?

Is the company authoritative and reputable?

Does the company provide remote access?

Does it provide reliable technical support?

Does it duplicate any other subscription site?

Is it compatible with our operating systems?

What is the cost and how does it compare to similar subscription databases?

### **BIOGRAPHY**

Biography Resource Center

Current Biography

### **ENCYCLOPEDIAS**

Grolier

World Book

### **MAGAZINES AND NEWSPAPERS**

Student Resource Center

Chicago Tribune

CQ Researcher

Daily Herald

ELibrary

FirstSearch

Infotrac

## **SOCIAL STUDIES**

American Government  
American History  
State Geography  
World History- Ancient/Medieval Eras  
World History- Modern  
World Geography  
Country Reports  
History Study Center  
Proquest Historical Newspapers: Chicago  
Defender, Chicago Tribune, New York Times,  
Washington Post

## **SCIENCE**

Science Resource Center  
Tea Health and Wellness

## **COLLEGE AND CAREER**

Career Cruising

## **VIRTUAL REFERENCE BOOKS**

### **Science**

Drugs, Alcohol and Addictive Behavior  
Encyclopedia of Food and Culture  
Endangered Species of North America  
Grzimek's Animal Life Encyclopedia

### **Social Studies**

Americans at War  
Bowling, Beatniks, and Bell Bottoms  
Cities of the World  
Daily Life Through History  
Early Civilizations in the Americas  
Encyclopedia of Modern Asia  
Encyclopedia of World Cities  
Encyclopedia of Modern Middle East and  
North Africa  
UXL American Decades  
UXL Fashion, Costumes and Cultures

Newsbank  
Opposing Viewpoints  
JSTOR  
SIRS

## **LITERATURE**

Literary Reference Center  
Litfinder

## **BUSINESS, TECHNOLOGY, LIFE SCIENCE**

All Data Pro - Automotive Repair

## **Smart question screening by the College Counselors.**

Do students/staff find it easy to use and navigate?  
Does it have breadth and depth of coverage?  
Is the company authoritative and reputable?  
Does the company provide remote access?  
Does it provide reliable technical support?  
Does it duplicate any other subscription site?

Is it compatible with our operating systems?

**Software Selected But Not Part Of The Textbook Recommendation Process** (see attached database)

This category has numerous, but low use titles and generally these titles are not used in every building. Buildings have developed various screening processes for ensuring that these titles are compatible with hardware and operating system infrastructure and their appears to be a tacit understanding that support is the individual or user groups responsibility. Titles from this pool of software have been identified and can be designated district standard through the smart question screening process.