

Administrative Guidelines

INSTRUCTION

Use of Technology in Instruction

Copyrights

Staff shall strictly observe copyright laws related to computers and educational technology. School principals and department heads shall ensure that software is used and duplicated in accordance with software licensing agreements. Public domain software may be duplicated and exchanged with other schools or staff. No illegal copies of copyrighted software shall be accepted or used in the district.

Selection of Educational Software

The following guidelines shall be considered when evaluating educational software:

1. Skills levels required to operate the software program are commensurate with the skill levels being taught or practiced.
2. Instructions are clear and complete, and the software program operates as specified in the instructions.
3. Software program objectives relate to course objectives and are explicitly stated or readily apparent to the learner.
4. Responses to learners are helpful and encouraging.
5. Users can easily and independently install and/or operate the software program.
6. The pace of the program can be controlled by the teacher or learner, unless pacing is an essential element of the instructional strategy.
7. Unanticipated learner input does not disrupt program operation.
8. Screens are well-formatted, with appropriate use of sound and graphics.
9. Support materials include:
 - a. a description of the hardware required to use the software
 - b. procedures for installing the software
 - c. provisions for the replacement of defective software
 - d. description of the program's content and objectives, usage in various instructional settings, suggested related classroom activities.
10. Hardware specifications do not exceed that which is available to the user, and the software will not interfere with district computer network operations.

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