

LUBBOCK-COOPER ISD

TECHNOLOGY ACQUISITION CONSIDERATIONS

As of 1-23-18 - Knowledgebase Article #100

Prior to ordering technology hardware or software that is not provided through a District Technology Deployment initiative, the following considerations should be addressed:

1. Determine program/campus needs and evaluate what technology will be **needed to accomplish the goals of the program**. Technology staff can provide assistance as needed.
2. Develop an **implementation model** for how the technology will be used (e.g. class set vs. 1:1, classrooms vs. labs, stand alone vs. networked, shared devices among students or among staff, etc.)
3. Determine the levels of **staff training and development** required to support the overall program. Be sure to budget for technology training.
4. Determine **current inventory** of hardware and software, as needed, which could be used to meet your program goals.
5. Determine **long-term needs** to ensure sustainability of the technology used in the program (e.g. annual recurring costs, annual subscription/membership costs, repair or replacement costs, upgrade costs, licensing costs, etc.)
6. Collaborate with Technology Staff to ensure the best selection of computer **hardware**. It is important to know if the **hardware**:
 - a. can actually perform the necessary tasks (review technical specifications)
 - b. will allow for future expansion
 - c. will meet the District standards and/or be compatible with the District infrastructure (e.g. WiFi & bandwidth capacity)
 - d. needs peripheral devices (e.g. speakers, headphones, microphones, etc.)
 - e. requires cabling that does not come with the computer (e.g. A/V, HDMI, adapters, power/charging and syncing cables)
 - f. requires special installation and setup (e.g. mounting brackets, portable stand, etc.)
 - g. will work with existing equipment without upgrading
 - h. has the capacity to be upgraded/scalable if needed
 - i. is supported by a dependable vendor that is easily accessible *no “deals” on grant apps*
 - j. requires ongoing service and support
If so, who will provide the service and support (i.e. the vendor, campus, District)?
 - k. requires additional staff development
7. Collaborate with Technology Staff to ensure the best selection of computer **software**. It is important to know if the **software**:
 - a. will run on existing equipment
 - b. requires special purchasing such as site or District licensing to provide the number of legal copies (Volume Purchase Program/VPP for iOS apps, student quantity for iBooks/ebooks)
 - c. Requires annual subscriptions and/or renewals in order to maintain functionality and program goals
 - d. comes from a reputable company
 - e. has technical support and training available after purchase
 - f. requires integration of student and/or employee data
 - g. requires additional staff development

8. Other important considerations:

Design/Layout

- a. Is there sufficient **space** for the new equipment? Will the **layout of the room** with the new equipment conform to the State of Texas, ADA, OSHA, and NISD safety requirements?
- b. What needs to be installed to **protect** the equipment (e.g., cases, locking storage, etc.)

Power

- a. Will the existing power **support** the new equipment? (e.g., sufficient power outlets, proper voltage and load capacity on the circuit)
- b. Is there a need for power strips and do they need to be installed on the furniture?
- c. Contact the Operations Department Coordinator of Facilities for more information.

Network Connectivity

- a. Does the new equipment require **additional network connections** or **WiFi**?
- b. Are there enough **active network ports and/or sufficient WiFi** in the room?
- c. Contact the Director of Integrated Infrastructure Services for more information.

Furniture

- a. Is there a need for furniture? If so, be sure to include it in the budget.

Supplies

- a. What other supplies need to be furnished? (e.g. USB/flash drive, labels, batteries, zip ties, printer, paper, toner cartridges, external hard drive or other media storage, etc.)
- b. Does the **annual supply budget need to be adjusted** to include the new supplies required?

The design, power allocation, and network availability for any installation are strongly dependent upon one another and should be the FIRST components in the technology acquisition process.

9. Consult Campus and District Resources for More Information

- a. Campus administration
- b. Digital Learning Specialists
- c. Campus Technologists
- d. Digital Learning Coordinator
- e. Emerging Technology Coordinator
- f. Instructional Coaches
- g. Central Office Administration department/program directors & coordinators
- h. Administrative Regulations for Technology
- i. Technology Department IT Blog - <https://itblog.lcisd.net/>
- j. Technology Department website - https://www.lcisd.net/apps/pages/index.jsp?uREC_ID=428194&type=d&pREC_ID=934956