ISC Procedures

TECHNOLOGY PURCHASING

Annual technology purchasing
ISC will complete the majority of annual technology purchasing between January and May each school year. This will include replacement devices for students and staff (laptops, desktops, mobile devices, projectors and software) as well as new lab requests, new mobile lab requests and new devices for new staff. ISC will complete these purchases in accordance with requests from each building technology committee.

In order to facilitate decision making by building technology committees, ISC will provide an up to date inventory to each committee by November of each school year. The committee will work with the principal and solicit requests and feedback from each school. The committee will submit one complete replacement request inventory by January 15th of each school year. Each school will be able to request replacement devices and additional devices that will meet building instructional goals and stay within the building's technology budget allotment based on current student to device ratios. In order to meet the building's instructional goals within the building budget allotment, building technology committees will request laptops, desktops, monitors, chromebooks, tablets and mobile devices. Each year, when totaling the building request list, the average device cost must average to $500 per device.

Buildings that select devices that keep the average device cost below $500 per device will be able to add more devices into their school; thereby increasing their student to device ratio.

Building tech committees should keep in mind that ISC will replace all devices purchased with Technology Funds on a five year replacement cycle. ISC cannot utilize the Technology Fund to replace devices purchased with grant funds, Title 1 funds, special education funds or teaching and learning funds and still maintain a healthy replacement cycle for all devices in the district. Buildings will need to find other funding sources for replacing devices purchased with funds other than the Technology Fund.

Purchasing Schedule

Month	Activity
November	ISC provides building inventory to each building tech committee Building tech committees solicit replacement requests from teachers and work with principal to make strategic decisions to meet building needs
December	Building tech committees solicit replacement requests from teachers and work with principal to make strategic decisions to meet building needs.

Month	Activity
January	Building tech committees provide replacement requests to ISC.
January- May	ISC solicits quotes for equipment and places orders.
May-August	ISC images and installs equipment as it arrives. ISC reimages every device in the district to prepare for the next school year.

In order to facilitate timely replacement of broken devices and timely installs for new staff, ISC will maintain an equipment inventory of extra laptops, desktops and mobile devices at all times.

Building specific technology purchasing
Buildings that choose to purchase additional technological hardware or software with building reserve funds, donations from PTA/PTO or other funds will need to coordinate requests and orders with ISC. ISC will order, image and install all technology in schools.

The funding source used to purchase the resource will need to be used in the future when the resource needs to be replaced or updated.

Technology purchased and funded with grant funds, donations, awards or other funding sources
When purchasing technology for a specific school building or classroom with grant funds, donations, awards or other sources of funding (Title 1, Special Education, Gifted and Talented, English Language Learners or Indian Education) principals or department heads must consult with ISC to determine if additional technology will be required to support the end user's desired implementation. There may need to be additional costs included in the budget to cover the cost of wireless access points, new wiring to the location or additional switches to support the location.
As a rule of thumb, add 20% to the total project budget to account for any of these network upgrades that may be necessary to accomplish the vision for the project. Do not count on funding from the Technology Fund to cover all network upgrades that may be required for each specific request. A consultation with ISC will easily determine what additional network upgrades may be necessary and which funding source will be able to cover the upgrades.