

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 109-AR-1. SELECTION OF SOFTWARE RESOURCE MATERIALS

Software is a key component of learning and complements teacher instruction, the curriculum and classroom management. Software should be chosen to best match the planned instruction for each subject. Software provides for the learning reflected in the curriculum and academic standards, as well as in materials that supplement and extend the core learning.

The district technology staff will select software resource materials for use in district schools. The technology staff will consult with appropriate administrators and professional staff during the selection process.

### Criteria For Evaluation/Selection

In selecting software resource materials, the technology and professional staff will select materials meeting high standards, based on the following criteria:

1. Educational significance and relevance.
2. Developmentally appropriate for a particular age group.
3. Provision for both horizontal and vertical learning by supplementing, enhancing and extending the core curriculum.
4. Relevance of the subject matter to the curriculum and to the interest and maturity level of students.
5. Favorable professional recommendations based on preview and examination of materials by professional personnel.
6. Reputation and background of the software publisher.
7. Factual content and presentation.
8. Quality and variety of format.
9. Content is applicable for multi-level ability and use.
10. Value commensurate with cost and/or need.

11. Quality of materials.
12. Need balanced with district's budgeted resources.
13. Technical excellence.
14. Compatibility with existing district technology systems.

The technology staff will select software using the established criteria. Software orders must be reviewed by the designated administrator and approved by the building principal before being submitted to the Superintendent.

Software given to the school district will be judged by the established criteria and will be accepted or rejected based on that criteria.

Upgrading is the process of removing software that has outlived its usefulness. Software that is obsolete, inaccurate or damaged may be upgraded.