

## **Instruction**

### **Exhibit – Curriculum and Technology Proposal Form**

To better plan the growth of our technology system and the integration of technology with our curriculum so it remains reliable for all current and future applications and devices, the District has established a Technology and Curriculum Review Committee (TCRC). The TCRC will evaluate all proposed expansions to current technology, including hardware, software, and subscriptions. The TCRC will consider curriculum, technology, implementation and support, and finance related implications of all proposals.

While some expansions may seem harmless, such as one more computer, lab, or piece of curriculum software, such expansions may have an impact on maintenance, storage, or network speed. Therefore, any technology expansion, however small and however paid for (District, grant, etc.), will be reviewed and must be approved by the TCRC. A proposal must be approved by the TCRC before it is included in a grant application and before any component is purchased or ordered.

Attached is the proposal form. The main task of someone making a proposal is to complete items #1 through #6 to describe the project in as much detail as possible.

For question #7, for small expansions, such as a new computer or SMART board, simply note that significant integration issues are unlikely. For larger proposals, the TCRC will attempt to find and consider the issues in question #7, though you are encouraged to enter any information you have.

## Curriculum and Technology Proposal *PROPOSAL FORM*

1. Describe the issue/problem you want to address and how your proposal for software/hardware will help.
  
2. Describe how the project will affect instruction and improve achievement as well as how you will measure and evaluate performance (data).
  
3. Detail how the proposal integrates with the District's existing curriculum and fits in the overall RTI program (base 80%, supplemental 15%, or special education 5%)?
  
4. Generally, how will the proposal integrate with the District's existing technology and curriculum infrastructure?
  - a. Does it fill a hole in the existing curriculum not being addressed?
  
  - b. Does it supplement existing curriculum already in place?
  
  - c. Does it supplant and replace existing curriculum already in place?
  
5. Detail each item that will be purchased and its cost.
  
6. Describe the project time frame.

7. Detail integration issues – existing technology and facility infrastructure.

A. Support

- i. Where and how will devices be received, used, and stored;
- ii. Who are the users and how many are there;
- iii. Is there a checkout or deployment procedure;
- iv. Who is responsible for data management;
- v. What are the system imaging and other technical requirements for installation of workstations, systems, and peripherals;
- vi. What are the storage requirements for the application, content, and any data;
- vii. Are there network versions of the software;
- viii. Who manages the software license and updates/patches;
- ix. What are the authentication requirements and protocols for how users log into the application;
- x. Who maintains user accounts;
- xi. Are there annual maintenance requirements; and
- xii. Can/will the provider offer any support and what does it cost?

B. Data

- i. Will data be shared with other systems;
- ii. Are there any special requirements for the backup and storage of data; and
- iii. Will any system-generated data be used for any required reporting?

C. Network/Connectivity

- i. Are there any bandwidth requirements and identify the number of users and peak application utilization;
- ii. Are there density issues/requirements, how many devices will be in the same location; and
- iii. Is remote connectivity necessary?

D. Sustainability

- i. What is the anticipated replacement cycle;
- ii. Is there a funding source for replacement;
- iii. Are there on-going license, maintenance, or support costs and is there a funding source for these; and
- iv. Are there any prerequisite skills to operate the system and what is the professional development/training plan?

E. Facilities

- i. Are there any power requirements; and
- ii. Will additional equipment, construction, or renovation be necessary?

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Proposal Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date