

Kenai Peninsula Borough School District

Technology/Digital Resource Approval Request Form Instructions

In order to evaluate the effectiveness of digital resources in KPBSD and to ensure alignment with district goals, an approval process has been developed regarding the purchase of hardware and software.

Included below are directions for completing the form. The next page in this document includes a flowchart outlining the steps in the process.

- Step I: Complete the General Information section.
- Step II: Complete the Digital Resource Information section. Secure the building administrator's signature, Information Services' signature if required, and sign indicating your commitment to completing an evaluation report regarding the effectiveness of the digital resource.
- Step III: Complete Initiative Quality Assurance form Part I Plan and Part II Initial Action.
- Step IV: Requests of under \$2500 require only a one-year objective and study on the Quality Assurance form
- Requests over \$2500 require a complete review process on the Quality Assurance form

Request Timeline

1. Technology/Digital Resources requests will be reviewed monthly by the District Educational Technology Committee.
2. Submit request by the first day of the month to the Technology Integration Specialist.
Note: Requests submitted after the 1st day of the month will be reviewed the following month.
3. Applicants will be notified regarding the status of the request by the 15th of the month.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Technology/Digital Resource Approval Request Form

GENERAL INFORMATION

School Name	
Applicant Name	
Applicant Email	
Applicant Contact Phone	
Date Submitted	
Content Area	
Grade Level(s)	

DIGITAL RESOURCE INFORMATION

Digital Resource Title & Version Number	
Quantity	
Source – Company Name & Web Address	
Company Technical Support Representative	Name: _____ Phone: _____
Purpose of Digital Resource	Educational Game <input type="checkbox"/> Collaboration <input type="checkbox"/> Problem Solving <input type="checkbox"/> Simulation <input type="checkbox"/> Drill & Practice <input type="checkbox"/> Tutorial <input type="checkbox"/> Productivity <input type="checkbox"/> Creativity <input type="checkbox"/> Reference/Informational <input type="checkbox"/> Testing <input type="checkbox"/>
Type of Resource	Commercial Software <input type="checkbox"/> Online or Web Resource <input type="checkbox"/> Hardware <input type="checkbox"/>
Installation Type	CD <input type="checkbox"/> Download <input type="checkbox"/> External Hardware <input type="checkbox"/> Online Login <input type="checkbox"/> None <input type="checkbox"/>
Additional Equipment Needed	
Total Cost	
Administrator Signature: _____ Date: _____	
Purchase Compatible with District Infrastructure – Information Services' Approval Required if not on Compatible List	Information Services' Signature: _____ Date: _____