OPERATING PROCEDURES

SUBJECT: **INSTRUCTIONAL TECHNOLOGY**

AUTHORITY: Chapter 19, Texas Education Code

APPLICABILITY: Windham School District (WSD)

POLICY:

Instructional technology shall be used to enhance and facilitate student learning and to provide occupational training in viable occupations.

PROCEDURES:

I.   Purpose

     A.   WSD recognizes that computers can and should be used for a variety of instructional purposes including diagnosis and remediation, reinforcement and motivation, and student record management.

     B.   Specifically, instructional technology shall be used as follows:

         1.   As an instructional tool in appropriate classes to provide students with a variety of interactive activities including tutorials, drill and practice, application, and enrichment exercises;

         2.   To provide occupational exploration and training activities on the use of computers for employment purposes;

         3.   To assist in the assessment and evaluation of students;

         4.   As a means of managing and guiding student progress; and

         5.   As a means of managing curriculum objectives.

II.   Copyright

    A.   WSD shall comply with and adhere to all copyright laws pertinent to computer software.

    B.   Only software approved for use and purchased by WSD shall be loaded on instructional computers; personally owned software is not allowed.

    C.   Freeware or shareware software may not be loaded on WSD instructional computers without specific approval from the Division of Instruction and the Division of Information Technology.

III.   Use of Instructional Computers

    A.   WSD shall comply with WSD and Texas Department of Criminal Justice (TDCJ) policies relating to computers.

    B.   Computer use in the classroom shall be specifically limited for the purposes of student instruction as detailed by WSD curricula.

    C.   Personal use of instructional computer hardware/software by employees or offenders is prohibited.

IV.   Computer-Assisted Instruction (CAI)

    A.   CAI is designed to supplement the existing curriculum and the traditional instructional methodology.

    B.   Computers are used to assist with diagnosis of student needs, to introduce or reinforce concepts/skills being taught, and/or to motivate students to participate actively and successfully in learning activities.

    C.   With CAI, emphasis is placed on concise objectives and immediate feedback that result in students being highly motivated to actively participate in the learning process.

V.   Career and Technical Education (CTE)

In CTE classes, computers are used to train offenders to industry standards in computer-related occupations and prepare offenders for entry-level employment.

VI.   Selection of Software and Hardware

    A.   Software

        1.   Any software request for purchase shall specifically address identified WSD instructional objectives via clear-cut intent and justification and be approved by the Division of Instruction and the Division of Information

Technology.

2. Software intended for implementation shall be identified prior to the hardware.

3. Software orders shall indicate the property number of the computer(s) on which the software will be loaded.

4. Donated software shall be approved for use prior to acceptance.

5. The principal shall maintain a copy of all software licenses (by property number), including purchase order or donation paperwork, for each piece of software installed on each computer.

B. Hardware

1. All computer hardware requests shall clearly support WSD's instructional system and shall be carefully justified.

2. All hardware requests shall be reviewed and approved by the Division of Information Technology prior to purchase.

3. Hardware ordered for CTE classes shall be on the approved equipment list for the course.

4. Standardization of hardware and maintenance costs shall be a consideration in hardware selection.

5. Donated hardware shall also meet these requirements.

VII. Administrative Review

A. Unit Level

1. The principal shall review the computer equipment and materials requested by his/her teaching faculty as part of the administrative review process.

2. Consideration shall be given to the appropriateness, value, and costs of such items, along with the space and storage requirements, student enrollment figures, and class schedules.

3. The principal shall include appropriate requests for instructional computer funding in the annual budgeting process.

B. Regional Administration

All unit computer requests shall be reviewed as to overall system objective and critical needs.

C.   Division of Instruction

        1.   All computer hardware and software purchased for use in the basic education program shall support the curriculum and further the goals of the program. Therefore, requests shall be justified according to the curriculum objectives. The justification shall indicate how computer use would enhance the delivery of instruction.

        2.   The Division of Instruction recommends computer software for instructional use in the classroom and/or CAI lab.

        3.   For CTE courses, the Division of Instruction determines the need for computers for instructional purposes based on the approved curriculum for the vocational course, the essential elements developed by the Texas Education Agency, and the specific needs expressed by industry. Other considerations are the initial cost of equipment and software, availability of qualified instructors, the predicted life span of the hardware and software, and the availability of instructional materials to support the software and hardware.

        4.   Software and equipment requests of items not previously reviewed and approved for WSD use must be forwarded for approval to the Division of Instruction.

D.   Division of Information Technology

The Division of Information Technology reviews hardware and software requests for appropriate specifications and ensures that the technology meets TDCJ security requirements.

E.   Superintendent

The superintendent shall give final approval on the selection of equipment and instructional materials for CAI purposes.

VIII.   Staff Training

A.   Training is integral to the success of computers in WSD instructional programs.

B.   WSD shall provide comprehensive training based on the training and computer needs of the education staff.

C.   District-wide staff training shall include general computer issues (e.g., computer operations and maintenance, software evaluation and selection, managing instruction with computers, copyright laws, security concerns).

D.   Staff training should take place prior to implementation of CAI.

E.   Coordinating necessary computer training specific to a particular program on an individual unit shall be the responsibility of the program department head and/or the principal.

F.   All CAI labs shall have a contact person designated as the individual responsible for maintaining the equipment, placing service calls, providing support to the other instructors and direction to students regarding use.

IX.   Maintenance

A.   Instructional computers required to teach the curriculum for each program shall have a maintenance contract for on-site or carry-in maintenance on an annual basis with an authorized manufacturer's representative. Computers used to enhance class management may be excluded from this policy.

B.   Teachers with computer equipment in the classroom are responsible for reporting computer maintenance needs and concerns.

C.   Teachers shall maintain a log of breakdowns and maintenance checks for all computers.

D.   No unauthorized repair shall be made or attempted on computers or peripherals by teachers, employees, students, or other unauthorized individuals.

E.   Under no circumstances shall any offender be given access to administrator passwords, be given administrator privileges, or be allowed to login as an administrator. Any violation of security protocols may result in disciplinary action against the user, including termination in accordance with WSD policies.

X.   Security of Equipment

A.   Instructional computers shall be kept secured when not in use.

B.   Instructional computers shall not be used by TDCJ staff.

 * Signature on file
Marjie Haynes
Director, Division of Instruction