

Hardware/Software Purchasing Directive/Guideline

Sweet Home School District #55

Maintaining the standards of our computer network is essential to assuring reliability and support. To this end, Sweet Home School District has instituted a technology purchasing directive/guideline. We practice these standards to reduce costs, repair/maintenance and to improve ease of use for staff and students.

A. PREFACE

All technology related purchases must be routed through the Technology Department.

Technology related equipment includes: computers, monitors, printers, Chromebooks, tablets, hubs, switches, routers, projectors, scanners, interactive boards, document cameras, student response systems and any other equipment deemed technology related in the future.

B. HARDWARE

1. Workstations (Windows 7 or Mac OS 10.10)

Minimum requirements for workstations are as follows:

- Intel i5 or higher
- 4 GB RAM
- CD ROM
- 160 GB Hard Drive
- Integrated NIC
- 17" Monitor
- 3 year warranty

*These are minimum requirements only. Please contact your Technology Department to get a recommended system to meet your specific needs.

2. Laptops

Minimum requirements for laptops are as follows:

- Intel i5 or higher
- 4 GB RAM
- CD ROM
- 160 GB Hard Drive
- Integrated NIC
- Integrated Wireless
- 3 year warranty

Laptops may be purchased for SHSD staff if there is a proven need and such a need is approved by the building Administrator with recommendations from the Technology Department.

The following rules will apply to district-purchased laptops:

- Installing home software is prohibited.
- Home use of laptops should be related to work only.
- The district will not be responsible for data backup.
- Technical problems will be corrected by re-imaging.
- Student data should not be stored on laptops. (The district shall not be responsible for confidentiality of data taken from the school environment.)

3. Retail Purchases

Retail purchases for technology related equipment are prohibited unless directed by the Technology Department. We purchase business level equipment that is proven to perform well with our current education-based software.

C. SOFTWARE

1. Operating Systems

One of the following operating systems will be installed on all computer workstations and/or servers:

- Windows 7 Professional
- Windows 10 Professional
- Windows 2012 Server Edition
- Mac OS 10.10 or higher
- Network OS – Novell Netware

2. Standard Software

The following standard software will be installed on all computer workstations and most student workstations. These programs shall not be removed unless approved by the Technology Department.

- Novell Client
- Adobe Acrobat Reader
- Internet Explorer Browser
- Mozilla Firefox Browser
- Chrome Browser
- Safari Browser (Macs)
- Java Client
- AVG Antivirus
- Anti-spyware Software (Malwarebytes)
- Norton Antivirus (Macs)
- Microsoft Office

3. Specialized Software

Any software that is not mentioned above will be viewed as specialized software. Specialized software must be properly licensed and approved by the Technology Department. While many software programs are used extensively throughout the district, they are not used on all machines and are therefore viewed as specialized software.