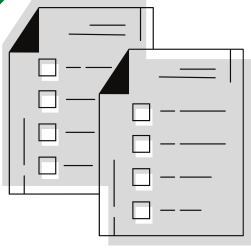


APPLYING FOR NEW TECHNOLOGIES

Sometimes we find new technologies, here is how you get them into your classroom.



You have found a technology (an application or program) you'd like to use in your classroom.



You will fill out an application, which you can find in the Shared Folder "Forms" folder, communicating how this technology will improve the education of your students.

Then, send that application, via email to your principal and the Curriculum Technologist.



The Curriculum Technologist will inform you have a date that a review will occur, and will set up a meeting with the Technology Acquisitions Review Team to review your application. Feedback will be gathered, and a recommendation will be given to the IT Director and Curriculum Director.

The IT Director and Curriculum Director will provide the final decision. The decision will be communicated by the Curriculum Technologist with reasoning if declined, and if approved, will give the date of release.



If approved, the IT team will then push the technology out to all applicable classes, and the Curriculum Technologist will then send out communications of the new tool to the appropriate staff.