

Acquisition of Software Procedures

Appendix E

Introduction:

The purpose of the Acquisition of Software Procedures is to:

- ensure proper management of the legality of information systems,
- allow all academic disciplines, administrative functions, and athletic activities the ability to utilize proper software tools,
- minimize licensing costs, and
- increase data integration capability and efficiency of Mountain Brook Schools (MBS) as a whole.

Software Licensing:

All district software licenses owned by MBS will be:

- kept on file at the central office,
- accurate, up to date, and adequate, and
- in compliance with all copyright laws and regulations

All other software licenses owned by departments or local schools will be:

- kept on file with the department or local school technology office,
- accurate, up to date, and adequate, and
- in compliance with all copyright laws and regulations

Software installed on MBS computer systems and other electronic devices:

- will have proper licensing on record,
- will be properly licensed or removed from the system or device, and
- will be the responsibility of each MBS employee purchasing and installing to ensure proper licensing

Purchased software accessed from and storing data in a cloud environment will have a Memorandum of Agreement (MOA) or equivalent assurances on file:

- that confirms that MBS student or staff data will not be stored on servers outside the US
- that the company will comply with MBS guidelines for data transfer or destruction when contractual agreement is terminated
- that no API will be implemented without full consent of MBS and the ALSDE.

Software with or without physical media (e.g. downloaded from the Internet, apps, or online) must still be properly evaluated and licensed if necessary and is applicable to

this procedure. It is the responsibility of staff to ensure that all electronic resources are age appropriate, FERPA compliant, and are in compliance with software agreements before requesting use. Staff members are also responsible for ensuring that parents have given permission for staff to act as their agent when creating student accounts for online resources.

Supported Software:

- For software to be supported all software downloads and/or purchases must be approved by the district technology director or designee such as a local school technology coordinator or member of the technical staff.
- A list of supported software will be maintained on the MBS District Technology site.
- It is the responsibility of the MBS Technology Team members to keep the list current.
- Unsupported software is considered new software and must be approved or it will not be allowed on MBS owned devices.
- Software that accompanies adopted instructional materials will be vetted by the Curriculum and Instruction Director and the Technology Director and is therefore supported.

New Software:

In the Evaluate and Test Software Packages phase, the software will be evaluated against current standards and viability of implementation into the MBS technology environment and the functionality of the software for the specific discipline or service it will perform.

Evaluation may include but is not limited to the following:

- Conducting beta testing.
- Determining how the software will impact the MBS technology environment such as storage, bandwidth, etc.
- Determining hardware requirements.
- Determining what additional hardware would be required to support a particular software package.
- Outlining the license requirements/structure, number of licenses needed, and renewals.
Determining any Maintenance Agreements including cost.
- Determining how the software is updated and maintained by the vendor.
- Developing a plan for training.
- Determining funding for the initial purchase and continued licenses and maintenance.