



Software Review Process

The Software Review Flowchart Explained

All requests for instructional software, including free software, for use on RCSS devices will go through the Software Review Process. The process includes a vetting committee consisting of those from Instructional Technology and Media, Information Technology, content coordinators and Federal Programs (when funding is from this source).

While any employee can request instructional software, it must be approved by their building administrator prior to going through the Software Request Process.

SOFTWARE REVIEW REQUEST PROCESS

Only instructional software that supports RCSS instructional practices as well as the curriculum goals established by the district, will be considered for approval.

- Before requesting software, check the [Reviewed Instructional Resources /Software Status List](#) page to find out if it is used in the district.
- Refer to the [Software Review Consideration](#) document prior to making the request.
- The [Software Purchase/Integration Request form](#) must be completed. This form includes information about budget. If being requested by someone other than an administrator, approval must be established by an administrator.
- Referring to the [Software Review Rubric](#), the vetting committee will determine if the software is to be approved or denied. A collection of stakeholders will be included on the vetting committee to provide a thorough evaluation.
- The requester will be notified by email of decision of the committee. The results of the request can also be found on the [Software Status List/Reviewed Instructional Resources/Software Status List](#) page. The software will be identified as Approved, Denied (with explanation), Under Review (when in Committee) or In Process (when being ordered/installed).

Additional Notes:

If the results are Approved, the requester will be notified of the next steps.

The department's bookkeeper will order the software.

The purchase approval route will include the Instructional Technology & Media Coordinator.