

SOFTWARE SPECIFICATIONS

Background Information

Amphitheater School District's Governing Board has approved the software specifications listed below. These specifications were adopted in an effort to provide a stable information system that can be managed effectively while minimizing cost.

Guidelines

Amphitheater Technology Department has established the following divisions for software support:

- **Core Software** (District installed and supported)
- **Approved Software** (Any software not on the list found at <http://www.amphi.com/departments/technology/home.html> must be submitted for District approval)
- **Non-Approved Software** (may not be loaded on any District machine)

Core Software – District Supported

- Technology Department or site designee installs the software
- Technology Department maintains hardware and network connectivity
- Technology Department provides technical support and maintenance
- District provides training as needed
- Responsible school or department holds licensing agreements

The following is a list of Core Software:

- Audacity/ Lame
- Core FTP Lite
- Curriculum Mapper
- Follett
- Internet Explorer
- MAP Test
- Microsoft Office Suite (i.e., Word, Power Point, Excel, Access, Outlook, Publisher)
- Pentamation
- SASI and TEMS (Student Management System)
- SMART Board
- Symantec Anti Virus
- Subfinder
- Approved Plug-Ins: Acrobat Reader, Flash, Java, Media Player, Quick Time, Real Player, Shockwave, Del.icio.us buttons.

Approved Software

Schools or departments that identify software that is not included in the *Core Software* list are responsible for the following:

- Gaining approval by submitting a Software Request Form
- Adhering to copyright laws
- Adhering to District procurement procedures
- Installing and maintaining software on site computers

Proof of the license and/or software must be stored at the school with the site Tech Specialist. The software, including software downloaded from the Internet, must appear on the *Approved Software* list, or the site must submit the *Software Request Form for approval* (<http://www.amphi.com/~technology/pricesheets/Software%20Approval%20FORM.doc>)

Due to the variety of hardware and operating systems in the District, it is the responsibility of the site to ensure that the software will work properly. If the hardware and operating systems are upgraded in the future, previously used site specific software may not function in the new environment.

Approved software should:

- meet needs not addressed by *Core Software*
- relate to the Amphitheater School District Technology Plan (<http://www.amphi.com/departments/technology/files/FD5519586CAD4814ADBD27E6BE4C3F2C.pdf>)
- be necessary to accomplish job-related tasks
- support District educational goals and curriculum

Once approved, schools and departments are responsible for:

- installing non-networked software
- providing technical support and maintenance
- providing training
- procuring software
- determining and purchasing software upgrades
- following copyright laws
- holding licensing agreements in one specified location
- managing licensing at the sites by Tech Specialists

Non-Approved Software

Software *NOT* District approved **must be removed from computers.** Examples of non-approved software include, but are not limited to the following:

- Screen Savers - only screen savers that come installed with the Windows operating systems may be used
- Music-sharing software (i.e., Limewire, Kazaa, Bittorrent, Morpheus, Napster, etc.)
- Hotbar
- Web Shots
- WeatherBug
- Felix.exe
- Google Updater (comes when installing Google Earth)