



**5162 APPENDIX 1**  
**SOFTWARE REQUEST FORM**

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**Software Request Criteria to be Considered**

As new and upgraded technology is considered for adoption, the following criteria must be used at each step of the process in order to assess the value of the technology.

**1. Process Criteria**

1.1 The correct process for acquiring new and upgraded technology and upgraded technology was followed.

**2. Tech Support Criteria**

2.1 The technology is appropriate for Holy Family's platform

2.2 Implications for the supportability and maintenance of the technology:

2.2.1 Hardware or software upgrades that are necessary have been reviewed.

2.3 The new technology can function given Holy Family's parameters (i.e. networking, bandwidth, furniture, electrical requirements, etc.).

2.4 Software can be efficiently installed on Holy Family's network

**3. Curriculum & Instruction Criteria**

3.1 The new technology has widespread appeal and use (when appropriate).

3.2 Recommendations from reliable associations are provided.

3.3 The new technology supports student outcomes and curriculum documents as described.

3.4 New technology introduces a new or greatly improved tool, and not another iteration of an already required resource.

3.5 There are multiple advantages to the new software.

3.6 The new software encourages appropriate thinking skills.

3.7 Details' regarding how students will use the software is provided.

3.8 The new software is substantive and is more than glitzy "eye/ear candy".

3.9 The new technology promotes productivity and excellence.

3.10 The impact of the new technology on aspects of the department/school was analyzed.

**4. Cost Criteria**

4.1 The cost of acquiring the new technology is justified by its actual usage.

4.2 Clear information about publisher, fees, and ordering information is provided.

**5. Staff Development Criteria**

5.1 Implications for staff development were described.

5.2 There is a clear plan for staff development.

5.3 The new technology comes with clear documentation.

## Instructional Software Request Form

Name of Requestor:		Date:	
School of Requestor:			
Software Title:			
Supplier:		Year Published:	
System Requirements:			

<b>USER:</b>		Installed on 1 computer/station		Installed on the network
<b>USAGE:</b>		Teacher		Student
				Both

### INSTRUCTIONAL

Instructional Techniques (check all that apply)

	Standard Instruction		Remediation (drill and practice)
	Enrichment		Publishing Tool
	Management		Simulation
	Problem Solving		Critical Thinking
	Educational Game		Assessment/Evaluation
	Reference		Other (please explain below):
<p>Note: Please remember that most software is written for the home market. Most product developers focus on appeal to parents and children first. Much of what is deemed to be educational software is no more than edutainment.</p>			

If the software supports Saskatchewan curricula please complete the following sections:

Curriculum Area(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

- Please list the critical Saskatchewan curriculum objectives addressed by the software. Software should enhance and extend the curriculum, not be an entertaining add-on.

2. Will students be able to understand concepts better as a result of using the software or will they be able to do things they could not do without it? Could you achieve your learning objectives just as well with traditional resources?

3. Is the same kind of software available on the Internet, free of charge?

4. Does it engage students? Does it promote critical thinking, independent thinking, cooperative learning, investigative problem solving, creativity, etc.?

5. Is it user-friendly? Could students use it independently? Are teacher support materials available (lesson plans, reproducibles, handouts, extension activities)? Form AP 140.6 Form AP 140.6

6. Does it keep track of student performance (pretest, post-test, record keeping)? Can you change the levels for different learning styles?

7. Will teachers require training to use the software? If yes, how will the training be handled?

**COSTS**

8. Initial cost of this software:

Site License Version		Copies @	\$	=	\$
Lab Pack Version		Copies @	\$	=	\$
School Version		Copies @	\$	=	\$
Individual Copy		Copies @	\$	=	\$

9. Will there be any annual fees for updates? If yes, what are the annual fee(s)?

10. Will there be any additional costs for supporting materials (e.g.: reference materials) or hardware (e.g.: sound cards, speakers, headphones, printer)?

<b>PURCHASE RECOMMENDATION</b>
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This request was received on \_\_\_\_\_.

This request was reviewed by the **Computer/Networking System Technologist** and is:

	Recommended		Not Recommended
Comments:			
Name:		Signature:	
		Date:	

This request was reviewed by the **Principal** and is:

	Recommended		Not Recommended
Comments:			
Name:		Signature:	
		Date:	

This request was reviewed by the \_\_\_\_\_ and is:

	Recommended		Not Recommended
Comments:			
Name:		Signature:	
		Date:	

This request was reviewed by the \_\_\_\_\_ and is:

	Recommended		Not Recommended
Comments:			
Name:		Signature:	
		Date:	