

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 4575

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CLASSIFICATION INSTRUCTION, INSTRUCTIONAL SERVICES EFFECTIVE 10-22-80
SUBJECT USE OF TECHNOLOGY IN INSTRUCTION REVISED 1-1 1-90

General
Revisions

A. PURPOSE AND SCOPE:

1. To outline administrative procedures applicable to use of technology in instruction, including computer awareness; computer applications and computer science; computer-assisted instruction; computer-managed instruction and other technologies; and equipment and courseware.
2. Related procedures:
Software copyrights No. 7038
District equipment standards , No. 5330

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy: A-6000, F-1000, F-1050, F-1100, F-1500, F-2000, F-2200, F-5000, F-5001.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Educational Services Division.
2. Program Goals Responsibilities. Educational Services Division will provide leadership and coordination in establishment of recommended program goals in computer technology including education and computer-assisted instruction. The Board of Education, upon recommendation by the superintendent, approves policies, goals, and priorities in the district's K-12 instructional program. (Procedure No. 4000)
3. Program Development Responsibilities
 - a. Resource personnel of Educational Services Division, in cooperation with School Operations Division and Community Relations and Integration Services Division, shall develop programs and promote curriculum innovation in improvement of instruction through use of computer technology.
 - b. Classroom teachers and other school staff participate through membership on curriculum development and technology users committees. School staffs specify objectives and priorities to meet needs of school, department, class, and individual students within established district guidelines.
4. Educational Services Division Responsibilities
 - a. Develop and recommend district policy for use of technology in instruction.
 - b. Establish guidelines for implementation of approved policy.

- c. 4. c. Plan and standardize use of technology to assure continuity of program, and minimal obsolescence of hardware, software, and course materials.
- d. Develop recommendations for technology equipment used in instruction.
- e. Report and communicate to various district and community groups on the nature and status of the program in the district.
- f. Work cooperatively with Staff Development and Training Department to provide appropriate technology related staff training activities.
- g. Review, evaluate, and recommend software and courseware on an ongoing basis and as part of the regular instructional materials adoption process.
- h. Establish subcommittees, augmented as necessary, to discharge the above responsibilities.

5. Technology Education Advisory Committee Responsibilities

- a. Provide basic support for instructional computing of all types in the district.
- b. Hold periodic meetings to exchange and disseminate information.
- c. Communicate users' needs and concerns.
- d. Serve as communications link for all school personnel utilizing instructional computers by:
 - (1) Coordinating, publishing, and distributing information on equipment software development, new projects, and other items of interest.
 - (2) Developing, publishing, and distributing application catalogs and library listings for various instructional computing areas.
 - (3) Facilitating the interchange of information on instructional computing among all district teachers.
- e. Determine the need for special training classes.
- f. Advisory Committee will make yearly report on status of technology implementation.

6. Membership of Technology Education Advisory Committee

Educational Services Division Assistant Superintendent (1)
Vocational Education & Applied Arts Director (1)
Computer education resource teachers (2)
Community representatives (3)

- C. 6. (continued)
School Operations Manager (1)
Site administrators (3)
Classroom teacher (3)
External Funding Manager (1)
Multimedia Specialist (1)
Basic Education Manager (1)
Special Education Manager (1)
Instructional Media Department Manager (1)
Planning, Research, & Evaluation Manager (1)

7. Technology-Assisted Instruction (TAI) Subcommittee Responsibilities

The subcommittee will be chosen from the Technology Education Advisory Committee.

- a. Provide guidelines for development, use, and review of computer-assisted instruction proposals and/or requests for nonstandard computer hardware.
- b. Hold periodic meetings to review proposals received from sites.
- c. Make recommendations to Technology Advisory Committee.

8. Membership of Technology-Assisted Instruction (TAI) Subcommittee

Vocational Education & Applied Arts Director, Chairman
School Operations Manager (1)
Planning, Research, & Evaluation Manager (1)
Site administrators (2)
Basic Education Manager (1)

D. IMPLEMENTATION

1. Purchase of Nonstandard Hardware or Software over \$21,000

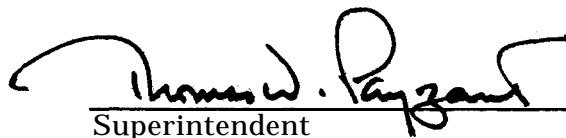
- a. Site contacts Assistant Superintendent for Educational Services Division at beginning of process.
- b. Site works through selection process.
- c. Results of process are referred to TAI Subcommittee.
- d. TAI Subcommittee makes recommendation to Technology Advisory Committee.
- e. If recommendation is approved by Technology Advisory Committee, site prepares a **nonstock** requisition. (Note: A contract should not be prepared by sites since purchasing must look into the bid requirement.)

- D. 1. f. Site forwards completed requisition to Budget and Cost Controls Department for code verification and availability of funds.
- g. If requisition is approved, Budget forwards the requisition to Purchasing.
- h. Purchasing processes requisition, prepares bid or purchase order, as appropriate.
- 2. Purchase of Standard Hardware or Software less than \$21,000.
 - a. Site prepares a **nonstock** requisition.
 - b. Site forwards the requisition to Budget and Cost Controls Department for verification of codes and availability of funds.
 - c. If approved, Budget forwards the requisition to Purchasing.

E. REPORTS AND RECORDS:

F. APPROVED BY :


Assistant Superintendent
Educational Services Division


Superintendent