

Software Request Form

Following is the procedure for requesting the purchase of new software:

- 1) Fill out the form below
- 2) Submit the completed form to the Media Director/Technology Coordinator at the high school
- 3) All requests will be brought to the Technology Committee meetings for approval
- 4) The Technology Committee approves or denies the purchase of software; however, denials must be explained.
- 5) The Technology Coordinator will inform the Curriculum Council of titles which are going to be purchased.
- 6) The order will be placed, with the software being shipped to the high school media center for cataloging.
- 7) Backup made????
- 8) Once the software has been received, cataloged, and a backup copy has been made, it will be sent on to the requestor.

Requested by: _____
Building: _____ Grade Level: _____
Software Title: _____
Source (Vendor): _____ Cost: _____
Publisher: _____

System Requirements: (complete as best as possible)

Windows 3.1	Windows 95/98	Windows NT	Macintosh
Processor Size:	386	486	Pentium
			Pentium 2

Memory required: _____ Hard Disk Space required: _____
Media Type: CD-ROM 3½

Is a mouse required? YES NO
Is a joystick required? YES NO

Curriculum Connection Objective:

Have you previewed the actual software? YES NO
If not what are you basing your request on?

Software Evaluation Guidelines

The following definitions and key considerations should be used when evaluating software titles. Rankings are used to help evaluate titles. A=Always S.E.=Some Extent N=Never N.A.=Not Applicable

I. Packaging Integrity

(Does the box accurately represent the software?)

- _____ Clearly stated educational objectives and age appropriateness
- _____ Described specific learning skills addressed by software content
- _____ Used true screen shots to illustrate content features

II. Ease of Use

(Can a child use it with minimal help?)

- _____ Skills needed to operate the program are in developmental range of the child
- _____ Children can use the program independently after the first use

- Accessing key menus is straightforward
- Reading ability is not prerequisite to using the program
- Graphics make sense to the intended user
- Printing routines are simple
- It is easy to get in or out of any activity at any point
- Getting to the first menu is quick and easy
- Controls are responsive to the touch
- Written materials are helpful
- Program instructions can be reviewed on the screen if necessary
- Children know if they make a mistake
- Icons are large and easy to select with a moving cursor
- Installation procedure is straightforward and easy to do

III. Childproof

- Survives the “pound the keyboard” test
- Offers quick, clear, obvious response to a child’s action
- The child has control over the rate of display
- The child has control over exiting at any time
- The child has control over the order of the display
- Title screen sequence is brief or can be bypassed
- When a child holds a key down, only one input is sent to the computer
- Files not intended for children are safe
- This program would operate smoothly and bug-free in a classroom setting

IV. Educational

- The program offers a good presentation of one or more content areas
- The graphics do not detract from the program’s educational intentions
- Feedback employs meaningful graphic and sound capabilities
- Speech is used
- The presentation is novel with each use
- Offers a nice challenge range (this program will grow with the child)
- Feedback reinforces content (embedded reinforcements are used)
- Program elements match direct experiences
- Content is free from gender bias
- Content is free from ethnic bias
- A child’s ideas can be incorporated into the program
- The program comes with strategies to extend the learning
- There is sufficient amount of content

V. Entertaining (Is this program fun to use?)

- The program is enjoyable to use
- Graphics are meaningful and enjoyed by children
- This program is appealing to a wide audience
- Children return to this program time after time
- Random generation techniques are employed in the design
- Speech and sounds are meaningful to children
- Challenge level is fluid, or a child can select from a range of difficulty levels
- The program is responsive to a child’s actions
- The theme of the program is meaningful to children

VI. Design Features (How “smart” is this program?)

- The program has speech capacity
- Has printing capacity
- Keeps records of child’s work
- “Branches” automatically: challenge level is fluid
- A child’s ideas can be incorporated into the program design in some way
- Sound can be toggled or adjusted
- Feedback is customized in some way to the individual child
- Program keeps a history of the child’s use over a period of time
- Teacher/parent options are easy to find and use

VII. Value (How much does it cost vs. what it does? Is it worth it?)

Considering the factors rated above and the average retail price of software (\$44.00), rate this program’s relative value considering the current software market. Consider also any extra hardware attachments required to get full potential of the programming, e.g., a sound card, CD-ROM, etc.

Poor.....Good
 1 2 3 4 5 6 7 8 9 10