

Santa Barbara School Districts

Administrative Regulation

AR 6161.2

Instruction

MULTIMEDIA TECHNOLOGY FOR GRADES K-12

Administration

1. District Coordination

Multimedia technology education shall be planned and coordinated through the office of the Deputy Superintendent for Educational Services. This office will:

- A. Be responsible for overall coordination of technology education resources and activities.
- B. Develop and implement short-term and long-range plans for technology education:
 - 1. Coordinate the development of individual school plans.
 - 2. Help all departments to integrate technology awareness into appropriate courses.
- C. Develop budget recommendations to support the plans for computer education:
 - 1. Work with the District Technology Steering Committees to determine and prioritize hardware needs.
 - 2. Prioritize and approve general fund technology expenditures.
- D. Plan technology in-service and training activities.
- E. Facilitate the periodic review of curriculum.
- F. Act as district representative for technology education.
- G. Develop and coordinate the utilization of community resources for technology education.
- H. Review each computer equipment purchase request to make certain the purchase is in compliance with the district policy and regulation for

technology education and with the K-12 District Technology Steering Committee requirements.

- I. Establish the District Technology Steering Committee.
 - J. Provide an annual asset of all technology education equipment available with an indication of its location and use in each school.
2. District Technology Committee

A District Steering Committee shall be maintained. Its chief responsibility shall be the reviewing of all aspects of technology education and the formulation of necessary recommendations to the Superintendent and Deputy Superintendents. The membership of the Committee can be flexible but it must provide the representation from junior and senior high schools, Special Education, elementary and secondary administration, district administration, and Information Technology Services.

The Deputy Superintendent will appoint the District Steering Committee Chair. This committee may form sub-committees to address specific areas, e.g. curriculum, training and grant writing. The District Technology Committee will:

- A. Make recommendations for the specific actions necessary to implement the Board Policy and Administrative Regulations.
 - B. Recommend priorities for the purchase of technology software and hardware.
 - C. Make recommendations for district technology education expenditures.
 - D. Establish a technology education “program base” for elementary, junior and senior high schools each year.
 - E. Review and update technology curriculum at all levels.
 - F. Foster articulation between grade levels, among elementary, junior, and senior high schools, and among special interests groups.
 - G. Recommend appropriate technology in-service and training activities for staff.
 - H. Technology Steering Committee, informing the Technology Steering Committee of the needs of the constituent groups.
3. School Coordination of Computer Activities and Resources

For elementary schools, an Elementary Technology Curriculum Committee shall be maintained with at least one representative from each elementary school.

For all schools, a technology coordinator shall be maintained. Each school's representative/coordinator will have the following responsibilities:

- A. Work with the school's administrative staff and teachers to establish short-term and long-range goals for on-site technology utilization.
- B. Periodically review the districts' technology curriculum.
- C. Help to determine the technology hardware and software necessary to achieve the district's and individual school goals.
- D. Work with the school's administrative staff to plan for the use of district money at that school for computer related purchases.
- E. Review and facilitate all requests for technology procurement and hardware repair from their site.
- F. Serve on the district technology committee when requested.
- G. Take necessary steps to protect schools' technology hardware, including setting up procedures to prevent theft of equipment.
- H. Determine in-service needs of staff and work with the Elementary and Secondary Directors of Curriculum to provide in-service.
- I. Meet with the appropriate coordinating group when meetings are necessary.

Computer Hardware

1. Purchase of Hardware

In general, procurement will comply with BP 3311 and AR 3311.

2. Maintenance and Repair

Because technology-based educational programs are dependent upon properly functioning equipment, it is essential that a system be established to provide efficient and immediate repair of that equipment:

- A. To facilitate request for maintenance and repairs of computers and related hardware, each school's designated computer education representative will receive, review and facilitate request for such service.

- B. The administration will establish appropriate staffing and funding in order to maintain technology equipment.
- C. Procedures will be established for preventative maintenance service of technology equipment.
- D. The school library/media specialist or principal's designee will keep an updated inventory of the school's technology equipment.

Multimedia Software

1. Management of Software

To attain needed centralization and cataloging of software, the following procedures will be carried out:

- A. The library/media specialist is designed as the school contact person for matters relating to software preview, purchase evaluation, copying and distribution.
- B. All software currently in use at each school is to be catalogued with the school librarian/media specialist, and all new software is to be checked in with the librarian/media specialist and added to the catalog.
- C. A consistent format is to be used for software cataloging throughout both districts.

2. Preview/Purchase of Software

- A. All requests for preview or purchase of software will be directed to the site library/media specialist for initiation of a preview request letter or a requisition.
- B. If a preview letter is required, the standard district letter will be used with instruction to the vendor as to the site mailing address. When the software is received, the library/media personnel will notify the requesting teacher. The previewing teacher will be informed of the time restriction and copying policy. The teacher will also be asked to complete the district evaluation form.
- C. If the software is not satisfactory, the library/media specialist will return it to the vendor by insured U.S. mail. The vendor will receive a copy of the unsigned evaluation along with the returned software. The library/media personnel will keep a record of such reviews for input to the district records.

- D. If the software is recommended for purchase or requires a purchase order for preview, the library/media personnel will follow the appropriate District procedures.
 - E. After the software is received, checked in, and catalog data is recorded, it will be sent directly to the requesting teacher or department for use and storage. The purchase order will be signed and forwarded to the Claims Office by the library/media personnel.
3. Copyright

It is recognized that computer software, in many cases, is protected by national copyright laws and that such laws allow duplication for the purposes of maintaining an archival copy only. All employees of the districts will be periodically reminded to uphold the Copyright Law, (P.L. 96-517, Section 117).

Regulation: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS
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