

Software Installation Requests Procedure

Approval of software installation must be obtained as per the Acceptable Use Policy – Administrative Regulations and Procedures item #4 which states: “Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the Andover Public Schools Technology Director or his/her designee.”

The following procedure must be followed regarding any request for software to be installed on any Andover Public School computer.

1. **Obtain written approval from your department head or principal** to have the specified software installed on your computer(s). Information that needs to be included:
 - the full name of the software
 - ICN's (Inventory Control Numbers) of the computers (not monitors or keyboards)
 - room number each computer is in
 - names of teacher/admin you may be requesting for, and
 - any students name that is to be using this software, if relevant
2. **Have your Principal/Department Head send this approved written request to the Technology office.** You can use interoffice mail, email Support@apsl.net or fax to 8554 to contact us. Upon receipt of this information, we will check to see if
 - we currently own this software and a license is on file
 - there are any unused licenses available
 - designated computers can run/support this software
 - we have the media in our possession

If the above requirements are already met and approved of by the Technology Department, skip to number 4.

3. **In the case of newly acquired software**, or software that requires further purchases, the Technology Office will need the following information prior to presentation to the Technology Director for his review:
 - a. **A copy of the original Purchase Order**, unless the software is donated. If the software is donated, then a letter from the person, organization, and/or company donating the software must state that they are transferring ownership of the software to Andover Public Schools and that they certify that they have uninstalled the software from their personally owned computer(s), (see attached donation form).
 - b. **A copy of the software license.**
 - i. The license should state the number of computers that the software can be installed upon. If quantity of licenses is not stated, the Technology Department will assume one license is permitted.
 - ii. If software has been purchase with the intent of installing it on all computers in a school, then the purchase order and software documentation should clearly state that the school has purchased a site license.
 - iii. If the school purchased a specific number of software licenses, then the quantity of licenses should be clearly indicated on the purchase order and the software documentation.
 - c. **The Technology Office must be in possession of all media** (CDs and/or Diskettes) and installation instructions required to install the software. All media will be stored in the Technology Office at Central Office, along with a file identifying that the software has a legal license, is assigned to your school/department, and exactly where installation has been completed.

The Technology office will gladly assist in ordering software. This will expedite securing this information. Please contact us for vendors, price quotes and assistance with purchase orders.

Once these requirements are submitted to the Technology Department:

4. **The Technology Director will give his final written approval for software installation.**
5. **A work order** for the Network Administrator/Technician will be created, and we will email to you the work order number and a description of what will be done to confirm your request to install the software. Please refer to this work order number when inquiring about your request after this point.
6. **You will post notification that the computers designated in your request will have all profiles wiped off.** This means that all users must remove any items from the desktop and save to network folders or hard copy, and that email profiles will need to be set up again when job is complete (see attached memo).

**Andover Public Schools
Technology Department
SOFTWARE DONATION FORM**

DATE: _____

TO: **Tech Support/ Andover Public Schools**

FROM: **Your Name** _____

Company, if applicable _____

Grade and Title _____

School _____

Please accept this letter as my intent to donate to the Andover Public Schools the following software:

Software name: _____

Version: _____ **Publisher:** _____

This software is going to be used explicitly on:

Computer ICN _____ **Type of computer:** _____

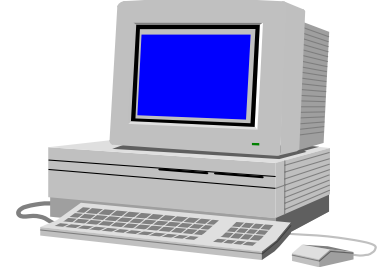
Room: _____ **School:** _____

I understand that once the software is installed, it belongs to the Town of Andover, and, therefore, I will not be using it on any other computer other than the one that I have requested here. After the software is installed, it will be returned to the Central Office's Technology department for storage.

This software is now _____ year(s) old and I no longer have receipts to forward to you. However, attached are copies of the disc covers/cases and any instructions and/or licenses provided within the original packaging, for each and every disc. I understand that this information covers the legal ramifications of software licensing and will assist the technology department in supporting my computer and all the programs on it.

SIGNATURE: _____ **DATE:** _____

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NOTICE!!

Date: _____

To: _____

From: _____

Re: Re-imaged computer # (ICN) _____

This computer has been scheduled for re-imaging due to new software installation. Re-imaging requires that all profiles are going to be deleted and that anything saved to the desktop will be gone. Please save your documents, emails, contacts and internet ‘favorites’ lists to your network folder or disks. If you need help with this, email the Technology Department for specific instructions at SUPPORT@aps1.net or call x8550.

PROFILES BEING REMOVED