
TECHNICAL STANDARDS PILOTING PROCEDURE (TEC-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes how technical equipment standards (computers and all related items) are established through project piloting under the guidance and oversight of the Operational Technology Department.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Operational Technology

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 Technical Equipment – Equipment, including computers and anything related to computers, networks, audio-visual needs, telephones, and broadcasts or any other type of automated system relying on support from the Wenatchee School District Technology department.

5.0 PROCEDURE:

- 5.1 A building/department requests hardware consideration from the Director of Operational Technology.
 - 5.1.1 District operational departments contact the Director of Operational Technology directly.
 - 5.1.2 Instructional staff members contact their Technology Resource Teacher (TRT).
 - 5.1.2.1 The TRT reviews the request and either determines the appropriate solution, asks the building administration to review the request, or forwards the request to the Director of Operational Technology.
- 5.2 The Director of Operational Technology reviews the request, ensuring that district and departmental guidelines are met, and then either contacts the staff member with additional questions or provides the recommendation and the source for the request.
 - 5.2.1 If the Director of Operational Technology requires additional information to make the best recommendation, the staff member will be contacted directly.
 - 5.2.2 If the Director of Operational Technology does not need additional information, then the building/department is directed to the "Vendor List and template" URL located on the WSD home page. This includes accurate vendor information and a downloadable ordering template to be completed by the staff member with the information provided by the Director of Operational Technology and submitted through their building or department. In the "MARK FOR:" block, the line should reflect BUILDING/TECHNOLOGY/PILOT.
- 5.3 The requested pilot equipment arrives for the Technology department to review and configure for initial testing in the Technology department for a period of not less than one week.

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5.3.1 If the equipment meets WSD standards and specifications, functions well and causes no apparent conflicts with existing services, then the equipment will be relocated in the building for the second phase of pilot testing.

5.3.2 The Director of Operational Technology, the building technical resource, and the end user of the equipment will perform a final review after 90 days. If recommendation is approved, the item is added to the WSD technical equipment standards list in the approved capacity.

5.4 The vendor information and templates located on the WSD web site will be updated and maintained by the technology department as required.

6.0 ASSOCIATED DOCUMENTS:

6.1 Technical Equipment Ordering Procedure TEC-P004

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vendor template	Electronic – web server	Until invalid	Discard as desired	Electronic back up
Technical equipment standards list	Electronic – web server	Until invalid	Discard as desired	Electronic back up

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
31-Jan-03	A	Original Release
24-July-07	B	3.0 Authorization change, 2.0 title change.

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