

# Multnomah Education Service District

Code: **IIBG-AR**  
Adopted: 12/18/01  
Readopted: 9/10/07

## Technology

### Purpose

1. The primary purposes of technology in the classroom are for learning, research, creative projects, and integrated learning systems.
2. The primary purposes of technology for administrative support include computer management systems, such as the library media circulation systems, on-line library and Internet resources; communication; student information system; finance accounting; human resources management system; individual education plans; health data management; state/federal funding reporting, etc.
3. All computer users will recognize and adhere to existing copyright laws, citing all quotations, references, and sources.
4. All hardware purchased will be durable, appropriate for the intended applications, and be consistent with the school and/or MESD's technology plan and comply with current MESD hardware standards (see Attachment A).
5. All technology equipment purchases will be coordinated through and must be approved by the Technology Services Department. For the purposes of this policy, purchased equipment will include, but not be limited to:
  - a. Computers
  - b. Printers
  - c. Projectors
  - d. Scanners
  - e. Servers
  - f. PDAs/Palm devices
  - g. Software (non-instructional)
  - h. Wireless devices and access points
6. All classroom software must be favorably reviewed and previewed by an administrator in the educational program/department. If not specifically needed for direct relation with students, Technology Services Department must approve the product. Software purchases will conform with current MESD software standards (see Attachment B).
7. All software that is to be installed on the MESD network will be coordinated through the Technology Services Department to ensure compatibility and proper licensing.

8. The MESD will annually review and update the MESD technology plan, hardware and software standards facilitated by the Director of Technology Services.
9. MESD will provide technology training for all staff appropriate to the needs of their assignments as requested and approved by their director.

## **PC DESKTOP RECOMMENDATIONS**

We recommend the following minimum requirements for PC desktop use at MESD.

### Features/Options

#### Minimum Requirements:

- 1.8 GHz Core 2 Duo or equivalent
- 20" Flat Panel Monitor
- 2 GB RAM
- 120 GB hard disk
- 10/100/1000 Mbps Ethernet
- CD, CD-R, CD-RW, or combo drive
- Windows XP Professional

### PC Laptop Recommendations

We recommend the following minimum requirements for PC laptop use at MESD.

### Features/Options

#### Minimum Requirements:

- 1.8 GHz Core 2 Duo processor or equivalent
- 13" or 15" screen
- 2 GB RAM
- 80 GB hard disk
- 10/100/1000 Mbps Ethernet
- 802.11x Wireless (optional)
- CD, CD-R, CD-RW, or combo drive
- Windows XP Professional

## **MACINTOSH/APPLE DESKTOP RECOMMENDATIONS**

We recommend the following minimum requirements for Macintosh desktop use at MESD.

### Features/Options

#### Minimum Requirements - Standard User

- iMac Intel Core 2 Duo
- 20" Monitor
- 2 GB RAM
- 120 GB hard disk
- 10/100/1000 Mbps Ethernet
- CD, CD-R, CD-RW, or combo drive
- Mac OS X 10.4x (Tiger)

### Macintosh/Apple Laptop Recommendations

We recommend the following minimum requirements for Macintosh laptop use at MESD.

### Features/Options

#### Minimum Requirements:

- MacBook Core 2 Duo 2GHz processor
- 13" or 15" Monitor Screens
- 2 GB RAM
- 120 GB hard disk
- 10/100/1000 Mbps Ethernet
- Combo Drive or Super Drive
- Airport 802.11x wireless card
- Mac OS X 10.4x (Tiger)

**Attachment B**

Multnomah Education Service District  
 Software Standards  
 Approved Software for Purchase  
 Adopted: August 2007

Application	WINDOWS				MACINTOSH			
	Program	Version	On-Line Documentation	Peer Support	Program	Version	On-Line Documentation	Peer Support
Operating System	Microsoft Windows	2000XP	No	Yes	Mac OS	10.4	Yes	Yes
Integrated Office Suite	Microsoft Office	2003	Yes	Yes	Microsoft Office	2004	Yes	Yes
Word Processing	Microsoft Word	2003	Yes	Yes	Microsoft Word	2004	Yes	Yes
Spreadsheet	Microsoft Excel	2003	Yes	Yes	Microsoft Excel	2004	Yes	Yes
Presentation	PowerPoint	2003	No	Yes	PowerPoint	2004	No	Yes
Database	FileMaker Pro Access	6 7.0	No	No	FileMaker Pro	6	Yes	Yes
Web Publishing	Dreamweaver	8	No	Yes	Dreamweaver	8	No	Yes
Anti-Virus	McAFee	8.5	Yes	No	McAFee/Virex	8.5	Yes	No
Mail	Thunderbird		Yes	Yes	Thunderbird		Yes	Yes
Web Mail	IMAGE		Yes	Yes	IMAGE		Yes	Yes
Calendaring	Google (gmail)		Yes	No	Google (gmail)		Yes	No
Web Browser	FireFox Internet Explorer	7.0	Yes Yes	Yes Yes	FireFox Safari			
Instructional Software for Student/Classroom	Determined by Program Needs				Determined by Program Needs			

**MULTNOMAH EDUCATION SERVICE DISTRICT  
COMPUTER SOFTWARE PURCHASE**

**Software Standards**

The attached software standards for Multnomah Education Service District (MESD) are approved by the ESD Superintendent. Recommendations for changes to the approved standards may come from employees and/or the Superintendent's Cabinet. All new software purchases for the application areas listed shall be from the approved list. Software currently in use and not on the list can continue to be used. The purpose of an agency software standard for both the Windows and Macintosh platforms is to assure that we are using the best software for the application on the market, reduce purchase costs by purchasing in volume, reduce training costs, uniformity, and ease of sharing data between workstations and increase cross-training of staff.

MESD employees using software on the approved list may receive technical assistance from Peer Support Members and the Technology Services Department, and may receive training, if available, through MESD training funds. Please contact Technology Services support staff at x1530 for details.

**Standard Software Purchase Procedures**

Requisitions for software must use the Technology workflow in eSchoolMall. Technology Services will validate products to be purchased and forward to Purchasing Department.

**Changes to the Software Standards**

These standards are intended to be evolutionary. New application areas may be added and versions of existing programs updated. Routine revisions to existing standards can be requested by sending your requests to the Director of Technology Services. Recommendations shall be reviewed and acted upon by the Superintendent's Cabinet. The Superintendent shall make the final approval.

**Purchase of Software not on the Approved List**

Purchases of non-instructional software not on the approved list will be sent to Technology Services to begin the approval process.

1. Cabinet member approval
2. Technology Services evaluates on the basis of justification of the unique circumstances of application
3. Technology Services Director approval

Please anticipate one week for approval process so that the Technology Services Department may review the request.

The purchase of software in application areas not listed need not go through this approval process.

Distribution: Cabinet, Purchasing, Supervisors, Operations and Technology Services