

Seekonk Public Schools App Procedure

Selection

Educators are the content and pedagogical experts in their classrooms. They know what their students need to learn and the best way in which their students will learn. Therefore, educators will initiate this process by identifying an iTunes App they would like installed by electronically completing the first section of the App Request Form (ARF). Educators will electronically forward the ARF to their school Library Media Specialist (LMS).

Approval

The LMS will read section one and then approve or not approve the App for use in Section Two of the ARF. The LMS will electronically forward the ARF to the appropriate principal. The principal will approve the App in Section Three of the ARF and then electronically forward the ARF to the technology department.

Compatibility, License Purchasing, Installation, and Cataloging

The technology department will check the compatibility requirements between the App and the desired device(s). The technology department will indicate whether the App is compatible or not in the Section Four of the ARF. If the App is not compatible with the desired device(s), the form will be electronically returned to the principal, LMS, and educator. If the App is compatible, the technology department will purchase the licenses, install the App on the intended device(s), and catalog the App in the school-specific list of Apps. Each of these steps will be electronically documented on the ARF. When the process is complete, the technology department will electronically forward the completed ARF to the appropriate principal, LMS, and educator. Once a month, the technology department will electronically forward this updated list to the school staff, highlighting the past month's acquired App(s).

Purchasing

Districts may purchase many Apps at a discounted price through the Apple Store Volume Purchasing Program (ASVPP). The Director of Technology is designated as the ASVPP Program Manager. The Program Manager creates and edits the ASVPP program facilitator accounts. At this time, funds cannot be moved between facilitator accounts. Therefore, only one facilitator account will be created. Purchase orders must be written in order to buy volume vouchers. Vouchers are purchased in \$100 increments. These vouchers are designated for specific schools and should be designated for specific Apps. Per the MA OSD, payment for purchase of vouchers must occur after downloading Apps. The program facilitator redeems vouchers, as well as purchases and manages App licenses. At this time, program facilitators will be the technology department members. In the future, additional facilitator accounts may be created so that LMS may become the program facilitators for their school.