

INSTRUCTION

Instructional Materials and Equipment

Program and Supplemental Instructional Technology Identification, Evaluation, and Approval

I. PURPOSE

To establish the procedure for the identification, evaluation, and approval of program and supplemental instructional technology products that can be supported with Fairfax County Public Schools (FCPS) resources.

II. DEFINITIONS

A. Basal Materials

Instructional materials approved by the School Board through a formal process for use in all schools.

B. Program Materials

Instructional materials approved through a formal Department of Instructional Services (IS) technology review process for use by all students in a specific curriculum or program.

C. Supplemental Instructional Technology Products

1. Instructional products approved for classroom use by the IS technology review process.
2. Approved instructional products that support basal adoptions.

D. Instructional Technology Products

Technology products that provide interactive content such as: CD, DVD, disk format, application service providers (ASP), server applications, web-based sites requiring student logins, and web sites requiring video or audio streaming.

E. Departments

1. Instructional Services (IS)
2. Information Technology (IT)

III. SUPPLEMENTAL INSTRUCTIONAL TECHNOLOGY

A. Action by Schools

1. Schools may not approve technology products. Schools shall use only technology products that are listed as approved in the online instructional technology database.
2. The attachment shall be used by schools to request approval of general education instructional technology products not included in the instructional technology database. Schools complete the attachment and send it to Instructional Technology Services, Nancy F. Sprague Technology Center. This office shall coordinate the review and approval process.

B. Action by Departmental Offices

The actions described in this section shall be coordinated through the K-12 curriculum coordinators in their respective areas of responsibility.

1. Content Review

- a. Curriculum coordinators and specialists determine if a product meets a current instructional need and is in keeping with the goals and objectives of the FCPS Program of Studies. Products meeting the criteria are forwarded for committee review.
- b. Curriculum coordinators convene review committees representing grades prekindergarten through 12. The review committee will include specialists and teachers representing the curriculum areas, instructional technology, English for speakers of other languages, early childhood, and gifted and talented.
- c. Curriculum review committees, under the direction of the curriculum coordinator for the subject area, evaluate the content of instructional technology products.
- d. A director or his or her designee approves the content recommendation.
- e. Recommendations are forwarded to Instructional Technology Services for action.
- f. The schools and offices that submitted the initial review request will be notified of the results of the content review process.

2. Technical Review

- a. Products that are recommended for approval shall be assigned a project manager to facilitate the technical review in coordination with IT.

- b. Results of the technical review will be returned to IT to determine implementation in FCPS.
3. The results of the review for all submitted materials will be included in the instructional technology database.

See also the current versions of:

- Regulation 1425, Reproduction and Use of Copyrighted Materials
- Regulation 3004, Adopted Basal Instructional Materials
- Regulation 3005, Program and Supplemental Instructional Print Materials Identification, Evaluation, and Approval
- Regulation 3006, Annotated Listing of Basal and Recommended Supplemental Materials
- Regulation 3007, Program and Supplemental Instructional Electronic Media—Identification, Evaluation, and Approval
- Regulation 3009, Challenged Materials
- Regulation 3011, Instructional Materials—Treatment of Women and Minority Groups
- Regulation 3204, Family Life Education
- Policy 3280, Controversial Issues
- Regulation 3280, Controversial Issues
- Regulation 6410, Appropriate Use of Fairfax County Public Schools' Network and Internet Resources

Attachment

Fairfax County Public Schools
Request for Approval of General Education Instructional Technology Products

Send to the Office of Instructional Technology, Sprague Center.
Attach product documentation and/or brochures with this request.

Office or School Requesting: _____ Date Referred: _____

Reviewed by: _____ Position: _____

E-Mail Address: _____ Telephone Number: _____

Projected Date(s) for Project Implementation: _____ Funding Source for Product: _____

Intended Audience or Type of Application:

General Education (student use or teacher productivity) Instructional Special Education Administrative

Product Information

Name of the Product: _____

Version Number (if applicable): _____ Platform: PC Macintosh Both

Type of Product

Stand-Alone Application: CD Floppy DVD Interactive

Networked Application: Server Web ASP

Expected Product Deployment: Single Station Lab Schoolwide Districtwide
 Grade Level Curriculum Level

Curriculum Area: Language Arts Math Social Studies Science Other: _____

Level: PreK K 1 2 3 4 5 6 7 8 9 10 11 12 Teacher

Vendor Contact Person: _____

Vendor Telephone and E-Mail Address: _____

Web Site URL (if available) _____

Provide a brief description of the product.

Explain relevance to the FCPS Program of Studies and the Virginia Standards of Learning.

Principal or Program Manager's Signature: _____ Date: _____

For Instructional Technology Office Use Only

Date Received: _____ Project Manager: _____ Date Assigned: _____

Content Evaluation Complete: Yes No (If no, return to appropriate office.)

Approved: _____

(Director or Designee Signature)