



HCS TECHNOLOGY PURCHASING PROCEDURES FOR EMPLOYEES

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The **HCS TECHNOLOGY PURCHASING PROCEDURES FOR EMPLOYEES** document provides clear and comprehensive guidance on the acceptable use of technology, purchasing procedures for software and hardware resources, privacy protection, and compliance with relevant policies and laws. This document ensures that all stakeholders, including employees and students, understand their roles and responsibilities in using technology within the Hoover City Schools (**HCS**) district. By adhering to these guidelines, HCS aims to maintain a secure, efficient, and supportive technology environment that aligns with educational objectives and promotes responsible technology use.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The [TECHNOLOGY ACCEPTABLE USE AGREEMENT](#) provides stakeholders with important information regarding acceptable use guidelines and device specifications. Employees are required to review the agreement on an annual basis. By logging into their HCS desktop or laptop computer, employees confirm their agreement to the terms and conditions of the agreement. Furthermore, certified employees undergo a yearly review of this material during the local and state-mandated Professional Development (PD) form review.

TECHNOLOGY INSTRUCTIONAL SOFTWARE RESOURCES

DISTRICT-ADOPTED SOFTWARE RESOURCES

At Hoover City Schools, we prioritize the safety and privacy of our students. As digital textbooks and resources become more common in classrooms, we often create online accounts for our students. To do this, we share basic "directory information" with approved vendors, which is allowed under [FERPA](#) regulations. This directory information includes details that would not be considered harmful or invasive to the student's privacy if disclosed.

Parents agree to use the district-adopted resources during online registration each year. Anything else is considered a local teacher and/or school decision.

FREE RESOURCES SELECTED AND USED BY SCHOOLS/TEACHERS:

Teachers frequently come across learning resources that can aid their classroom instruction. However, it is the responsibility of the school and teacher to carefully review the software guidelines, privacy policy, and data collection practices of any resource before sharing student information. This is particularly crucial when the website necessitates student information for account creation. As a partner of Common Sense Media, we highly recommend that teachers refer to the CSM Privacy page for reviews. <https://privacy.commonsense.org/> Additionally, all staff must know the district's [data governance policy](#) guidelines.

Under Age 13: It is common for websites to prohibit students under 13 from creating accounts. In such cases, the teacher and school are responsible if any accounts are created. Teachers must communicate with parents and obtain their permission using a [sample form found here](#). Even with parental permission, teachers must be cautious and protect student data. It is advised to limit identifiable information to no more than two pieces when entering or importing data into any online resource. Additionally, teachers should delete student data at the end of each school year.

Over Age 13: It is important to remember that students who are 13 years old or older also require protection. In cases where classroom resources require accounts, teachers should collaborate with their students to create an account that only asks for essential information, like an email address and first name. The teacher and school are responsible for ensuring the safety of the students' information when creating accounts for local resources. Teachers should remove student data at the end of each school year to protect their students' privacy.

PAID RESOURCE REQUIREMENT:

You **must** complete [this form](#) **every time** you purchase software, including renewals.

✓ Questions to Consider

- Is there already software that meets this need, and how does this new tool integrate with our current systems?
- Does this software support Google or Clever for account creation and single sign-on (SSO)?
- Does Clever handle rostering, or will another method be required for student and staff data management?
- What training and ongoing support will be needed for teachers and staff?
- Is this software compatible with district systems, compliant with data security policies, and supported by the vendor?

All staff should be familiar with the district’s [Data Governance Policy](#). The **Technology Team** verifies that all purchased software is compatible with existing systems and network resources while safeguarding data integrity. This procedure helps prevent incompatible or duplicate software purchases and protects district and school technology investments.

Steps to Purchase Software

1 Complete the Purchase Request Form

- The **school administrator, technology coach, or district administrator** must complete the [HCS Purchasing Software Request Form](#).
- The [MOU](#) signed by the school/district administrator and vendor should be uploaded to the form. The memorandum of understanding (MOU) outlines expectations and responsibilities, such as accountability in the event of a data breach, notification procedures, and other key considerations.
- The approval process for software requests may take up to **14** days.

2 Obtain Approval Before Purchasing

- After completing the form, submit it for approval. The **school administrator, technology coach, or district administrator** will receive several approval emails as the request moves through the appropriate curriculum, data, and technology departments.
- **Do not purchase the software until approval is received and the Google document is signed by the CTO. If the purchase includes a contract, it is your responsibility to email the Chief School Financial Officer (CSFO) a copy to review and provide an authorized signature before purchase.**
- Once approved, submit all signed documentation to the **local school bookkeeper/finance department** before purchasing. **Failure to follow this process may require you to cancel the software or pay for it personally.**

3 Rostering and Accounts:

- A **school administrator, technology coach, or district administrator** should submit a [Tech Work Order](#) to request account creation and management assistance if needed.

Key Points

-  Do NOT purchase software without prior approval.
-  Contracts with terms of service require the CSFO’s authorized signature.
-  Submit the approved form(s) to the bookkeeper/finance department before purchasing.
-  If in doubt, ask the CTO for guidance.
-  **By following this process, you help ensure compliance with district policies and protect school resources.**

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Grants: When applying for grant funds to buy technology, schools or employees must consult with a technology team member during the application process. This will ensure that the requested items are compatible and that the estimated cost will be enough. It is recommended that this consultation be allowed at least two weeks before any decision or deadline. If you need help with grants for your school, contact the CTO for a point of contact.

The following items are devices supported by the Hoover City Schools Technology Department. The Director of IT and/or Chief Technology Officer will evaluate all items not listed below before purchasing them, and they will not be supported unless approved before purchase.

Pre-approved Tech Items	
HDMI Cable (various sizes)	Link
Ipevo Document Camera	Link
Printer: HP Color Laserjet Pro 4201dn Laser Printer	Link
Printer: Epson EcoTank ET 2803 Inkjet Printer	Link
Printer: Epson EcoTank ET2980 All-in-One Color	Link
Printer: Brother HL L3280CDW Color Laser Printer	Link
Printer: Brother DCP L2649DW Laser Printer	Link
Printer: Xerox C235DNI Color All In One	Link
Printer: Xerox B235DNI All In One	Link
Printer: Xerox B230DNI	Link
USB Extender cable (various sizes)	Link
USB External DVD/CD drive	Link
USB Hub (Powered)	Link
USB Webcam	Link
OkioLabs Document camera	Link
Dell 14 Portable Monitor - P1424H, 35.56 cm (14.0")	Link
Gumdrop Case for 5400 Chromebook	Link
Dell P2422HE 24" USB-C® Hub Monitor	Link
Nulaxy Laptop Stand, Detachable Ergonomic Laptop Mount	Link
Logitech K270 Wireless Keyboard and Mouse Combo	Link
Dell Chromebook Charger	Link
TimeKettle Translation Device	Link Contact Debbie Delaney at debbie.dqc@gmail.com to purchase

***Technology not listed above must be approved by the Director of IT before purchase.**

Approval Process

If a school administrator, district administrator, or technology coach wants to purchase hardware not listed above for the classroom, they must complete a form. [This form](#) collects information about the requested hardware and the reason for the request.

- If the request is approved, the school administrator, district administrator, or technology coach can purchase the hardware. The hardware must be compatible with the district's existing systems and network resources.
- If the request is denied, the school or district administrator will be notified of the reason for the denial.

The purchase of hardware is a significant decision that should not be taken lightly. By following the proper procedures, schools can ensure that they make the best possible decisions about the hardware they purchase.

ALJP

All Alabama K-12 Joint Purchasing contract products are at the following link. <https://aljp.alsde.edu/Contracts.aspx>
NOTE: Bid Law Note—Code of Alabama 1975, 41-16—If a school board can reasonably expect to purchase more than \$40,000 worth of like items during the year, it is subject to competitive bidding.

Chromebook and/or Laptop

1. Identify the device that you would like to purchase. Your school technician can help you decide what best fits your needs.
**Current Chromebook model- (Model 3120 students) (Model 5430 teachers)
2. Email the Dell contact below to obtain a quote and instructions for completing the purchase.
Email Nate Sichali - Nate.Sichali@dell.com or Jay Eddings - James.Eddings@dell.com for
3. Complete the official [Hoover City Schools Hardware Approval Form](#) and include the Dell quote in the form. All hardware purchases must be approved by the Director of IT before purchase.

Apple Products:

1. Find the item you want to purchase at the Apple Education Website: <http://www.apple.com/us-hed/shop>
2. Contact Jamie Nutter via email at jnutter@hoover.k12.al.us to obtain a quote and instructions for completing the purchase.
3. Once you have the quote, complete the official [Hoover City Schools Hardware Approval Form](#), attaching the quote to the form. All hardware purchases must be approved by the Director of IT before purchase.

4. Email jnutter@hoover.k12.al.us to set up a time to complete the purchase.

Unsupported Items

Items not listed above will not be serviced by the Hoover City Schools Technology Team. Items that are not supported are:

- Kindles or other e-readers
- Smart Home Devices (Example: Echo Dot, Google Home)
- Laptops or desktops running Windows Starter Edition, Home Basic Edition, or Home Premium Edition.
- Printers that are not compatible with our district network requirements
- Devices with wireless connectivity speeds at the 802.11a or 802.11b level
- DVD players
- VCRs

The technology department will not support the purchased items if technology is purchased without approval. Such non-supported equipment...

- Will not be connected to the district network. (Wired or Wireless)
- Will not be included in the district technology replacement cycle.
- Will not have access to district-licensed software.
- Will not receive hardware support or warranty services.
- Will not have access to virus and spyware removal services.
- You may be asked to return or pay for the hardware with personal funds.

THIS LIVE DOCUMENT IS IN THE TECHNOLOGY FOLDER WITHIN THE HCS BOOKMARKS FOR ALL USERS.