

Computer “Software” – What is it, and how do I get it?

It’s all in the **DETAILS**

Look for these “*keywords*”, or check out this cool [FLOW CHART](#)

D – “Download”

E – “EULA” (End User License Agreement), “Extension”

T – “Technology”, “Terms of Service”

A – “Access”, “Add-on”, or “App”

I – “Install”

L – “License”



S – “Software”, “Subscription” or “SaaS” (Software as a Service)

(may include system software, program software, and/or application software)



If any of these keywords apply, (or if you’re still not sure), **STOP! DO NOT** install on any District Computer or Technology device without approval from the Software Review Committee (even if it’s free).

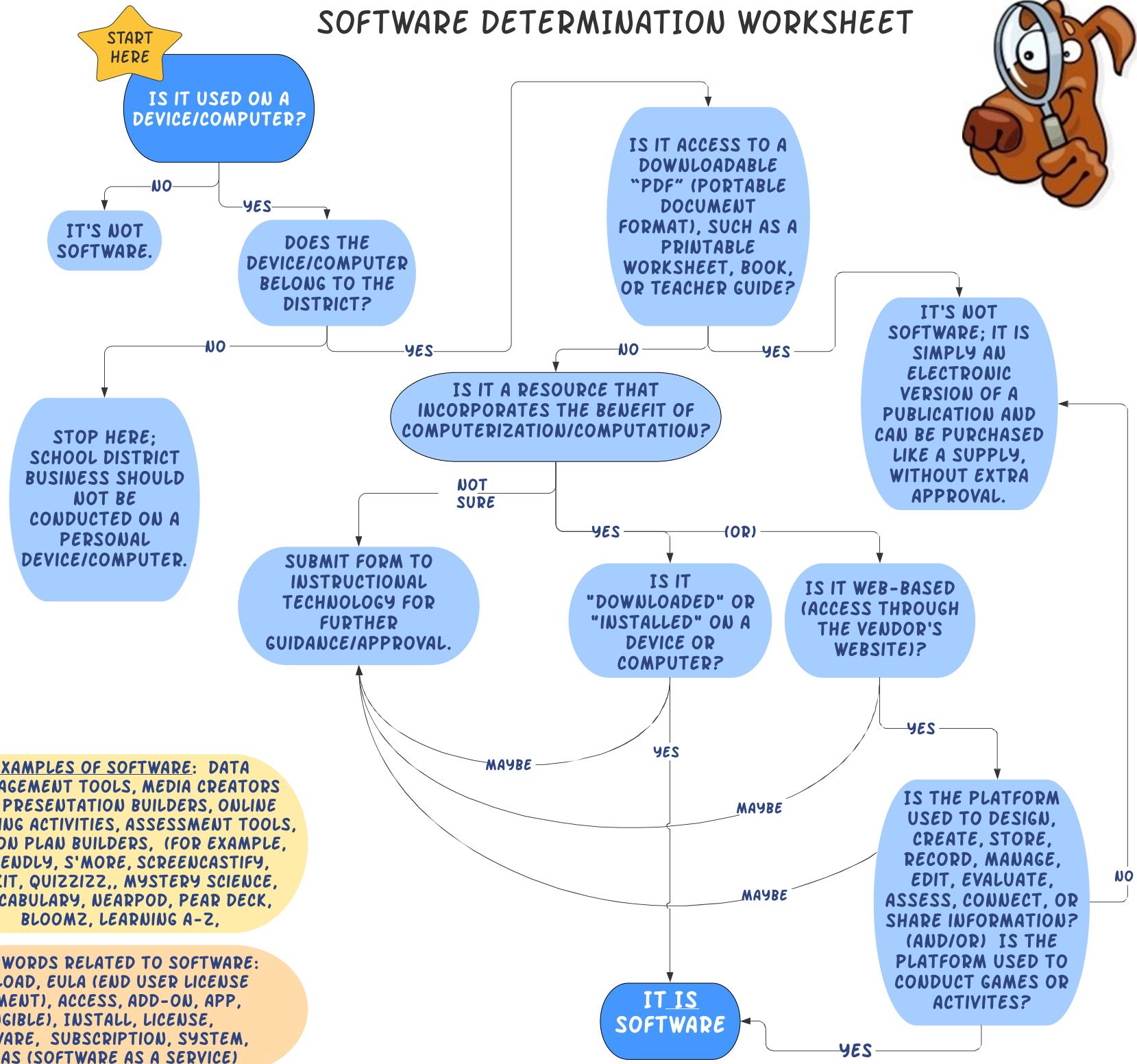
- ✓ If you’re not sure if it’s software, go to [IT Software Requests FAQs](#)
- ✓ *NEW* Go to the District’s “[TechWeb](#)” link to review status and instructions for **pre-approved** Software:
- ✓ How do I submit software for review? Go to [Software Requests](#); Instructional Technology will guide you through the steps.
- ✓ To **purchase** approved Software, submit a Requisition in to your School/Dept. Admin. Secretary.

Software Example: A “pdf”  (Portable Document Format), such as a printable worksheet, book, or Teacher guide, IS NOT SOFTWARE, (it is simply another version of the publication). The document “reader”, such as *Adobe*, IS THE SOFTWARE. Think of it this way; when you have *Adobe* software (which the District purchases as a “site license” for staff and student use), it means that Adobe has granted “license” to us to use the “secret code” that allows us to open, read, and edit ‘pdf’ documents. If we didn’t have the license, nothing would happen when you double click that little  symbol and your device would probably ask you something like, “Do you want to download/install *Adobe Acrobat Pro*?” Make sense?

For a complete outline of the District’s provisions and use of technology for staff and students, please refer to [Board Policy & Admin. Regulations; Chapter 8.](#)

~ This guidance is intended for FNSBSD Teachers and Staff ~

SOFTWARE DETERMINATION WORKSHEET



EXAMPLES OF SOFTWARE: DATA MANAGEMENT TOOLS, MEDIA CREATORS AND PRESENTATION BUILDERS, ONLINE LEARNING ACTIVITIES, ASSESSMENT TOOLS, LESSON PLAN BUILDERS, (FOR EXAMPLE, CALENDLY, S'MORE, SCREENCASTIFY, GIMKIT, QUIZZIZZ,, MYSTERY SCIENCE, FLOCABULARY, NEARPOD, PEAR DECK, BLOOMZ, LEARNING A-Z,

KEYWORDS RELATED TO SOFTWARE: DOWNLOAD, EULA (END USER LICENSE AGREEMENT), ACCESS, ADD-ON, APP, (INTANGIBLE), INSTALL, LICENSE, SOFTWARE, SUBSCRIPTION, SYSTEM, SAAS (SOFTWARE AS A SERVICE)