

**D. C. EVEREST AREA SCHOOL DISTRICT
SOFTWARE REQUEST FORM**

This form, as well as the Software Evaluation Form, must be filled out for software purchases that will be installed on district computers and/or networks. **All software must be previewed prior to purchase.** This form must be forwarded for approval to Lois M. Alt, Assistant Superintendent of Curriculum, Instruction, and Technology. Evaluations for programs that have already been previewed can be viewed at <http://www.dce.k12.wi.us/Tech/software>.

Subject/Class: _____	Grade Level: _____		
Program Selected By: _____	School year purchased: _____		
Media: CDROM _____	DVD _____	Internet Download _____	
What operating system does this program require? Other _____	WIN 2000	WIN XP	MAC OSX
Will this program operate on a Novell file server?	Yes	No	
Name of Program: _____	Copyright Date: _____		
Publisher/Source, etc: _____			
Address: _____			
Catalog/Order No. _____		Price: _____	

Purchased Software

- Software installs are to be performed by District System Support Technicians only.
- Any software installed on district computers becomes property of the district. Original installation disks and licenses will be kept on file with the building support technician.
- The Omni Tech and MPC classroom PCs are using Windows 2000 or Windows XP as the operating system. Software purchased must be compatible. Programs made for Windows 95/98 may not always be compatible. If you have questions, contact the Technology Department before purchasing.

Internet Downloads

Curriculum-appropriate programs can be downloaded from the Internet but must be installed by District System Support Technicians. All licensing procedures must be followed. Users must know the difference between "Shareware" and "Freeware". "Shareware" programs are not free. Costs incurred for programs are the responsibility of the individual requesting a download.

Downloaded programs will not be supported (other than installation) by district support technicians. Downloaded programs may contain viruses. All district computers have virus scan software, but there are hundreds of new viruses distributed every day.

Any software installed on district computers with improper licensing will be removed.