Educational Harbor Christian School

Policy for Acquiring Technology:

For Student Use (Tablets, software, apps, headphones, kindles, etc):

1. Teacher will fill out a technology request form and submit it electronically to the principal.
2. The request form will be reviewed by school board members and the treasurer electronically within the week.
3. Approval or edits will be sent back to the teacher
4. Final approval or denial will be given within 2 weeks of the request
5. Purchase will be made by the treasurer if applicable
6. Review of usefulness will be completed after 1 month of purchase and again after 1 year of purchase.

For Teacher use (software, computer, TV, DVD, projector, elmo, etc…)

1. Teacher will fill out a technology request form and submit it electronically to the principal.
2. The request form will be reviewed by school board members and the treasurer electronically within the week.
3. Approval or edits will be sent back to the teacher
4. Final approval or denial will be given within 2 weeks of the request
5. Purchase will be made by the treasurer if applicable
6. Review of usefulness will be completed after 1 month of purchase and again after 1 year of purchase.

For shared school use (TVs, computers, projectors, items for enrichment classes, etc…)

1. The principal will fill out a technology request form and submit it electronically to the school board.
2. The request form will be reviewed by school board members and the treasurer electronically within the week.
3. Approval or edits will be sent back to the Principal
4. Final approval or denial will be given within 2 weeks of the request
5. Purchase will be made by the treasurer if applicable
6. Review of usefulness will be completed after 1 month of purchase and again after 1 year of purchase.