

1.4.5.5.5 How can applications (Apps) be purchased?

The district has opted to participate in Apple's App Store Volume Purchase Program (ASVPP) using purchase orders to buy vouchers for applications in quantities of twenty or more at one time.

- The campus/department general fund budget will be responsible for purchasing apps through the ASVPP program. All applications must conform to the district's Acceptable Use Policy guidelines.
- All vouchers will be purchased by the purchasing department using an approved purchase order. The purchased vouchers will be delivered to the campus librarian.
- The volume vouchers must be purchased in denominations of \$100, \$500, \$1,000, \$5,000, or \$10,000.
- Certain volume purchases of an app could be discounted up to 50%, depending on the app developer.
- Funds donated by an outside organization (PTA/Booster Club) will be deposited into the campus activity fund, where a purchase order for the apps can be generated.
- An employee can purchase apps using personal funds from outside sources. However, all applications must conform to the district's Acceptable Use Policy guidelines when loaded to a district owned iPad.

1.4.5.5.6 How will the applications (Apps) be accounted for?

- A list of all applications purchased through the ASVPP program will be maintained by the technology division.
- The district will receive monthly reports of all applications purchased through the ASVPP program. The reports are reviewed by the purchasing agent. Any questions will be referred to the appropriate technology or curriculum person for verification.
- Any applications determined not to follow the district's Acceptable Use Policy will be removed from the iPad.
- If an iPad is lost or stolen, the technology division will remove all applications,