



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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MEMORANDUM FOR SUPERINTENDENTS, DODDS-EUROPE
PRINCIPALS, DODDS-EUROPE
ADMINISTRATIVE TECHNOLOGISTS, DODDS-EUROPE
EDUCATIONAL TECHNOLOGISTS, DODDS-EUROPE
INFORMATION SPECIALISTS, DODDS-EUROPE
SUPPLY PERSONNEL, DODDS-EUROPE

SUBJECT: Accountability of Software and Technology Equipment

As the schools in DoDDS-Europe have embraced technology and are focusing on integrating technology throughout the curriculum, we need to again refocus our efforts on the accountability of technology software and hardware such as computer programs, digital cameras, in-focus projectors and the like.

As a reminder, when technology hardware and/or software arrives in supply it should be in-processed and then, sent to the Information Center for cataloging. At that time, if it is destined for a particular department or program, such as business or science, the item should be signed out to that teacher. Locations should be indicated in the Library World database. Library World provides each school with a central database for these items and access for all teachers and students. Software should be inventoried to insure that it is available for the subsequent school year. All software programs that are licensed for one computer only, should be installed on one machine and not checked out again until the program is removed from that machine. Software with a site license should be retained in the Information Center. Software accompanying textbooks (i.e. AP Biology CD) should be tracked by supply personnel or the classroom educator.

With the Information Center as the hub of technology and technology resources in the school, it is important that we have a central database where these materials are recorded.

A handwritten signature in cursive script, reading "Diana J. Orman", is positioned above the printed name.

DIANA J. ORMAN
Director, DoDDS-Europe

cc:
Deputy Director, DoDDS-Europe
Chief, Education, DoDDS-Europe