



SUBJECT: Information Technology

POLICY: 708.1 - Purchasing of Instructional Software/Technology

RELATED PROCEDURE: 708.1.1

EFFECTIVE: February 2024

REVISED:

REVIEWED:

Introduction and Purpose

Great Falls College MSU recognizes the ever-growing importance of instructional software and technology in delivering high-quality education. Such tools enhance teaching and learning processes and can also be sound financial investments when procured and utilized responsibly and efficiently.

The purpose of this policy and its related procedure is to ensure that all instructional software/technology acquisitions comply with institutional and legal requirements and are conducted in a manner that serves the College's mission and educational objectives.

Policy

In addition to following Administrative Rules of Montana and Great Falls College Guidelines for procurement, all faculty, staff, and departments/programs seeking to purchase instructional software/technology must have the tool vetted by Great Falls College's IT Department and eLearning Committee prior to purchase. This vetting is necessary to ensure compliance with cybersecurity standards, licensing, compatibility, accessibility, FERPA, academic integrity, and data security.

In addition to vetting the instructional software/technology, the IT Department and the eLearning Committee will work with faculty, departments/programs, and divisions to:

1. develop a plan for installation of the software/technology,
2. coordinate training on use of the software/technology,
3. design a plan for review and assessment on the effectiveness of the software/technology in meeting its educational objectives, and
4. maintain an up-to-date log of all Great Falls College instructional software/technology.

Definitions

- **Instructional Software/Technology:** Software, LMS integrations, web applications, and tools specifically intended for educational use in classrooms, labs, or other learning environments.
- **Accessibility:** The design of products, devices, services, or environments to be usable by all persons including those with disabilities.

Related Forms/Manuals

- [Administrative Rules of Montana \(ARM\) - State Procurement](#)
- [Great Falls College MSU Policy 706.1 - Data Stewardship Policy](#)
- [Montana State University Technology Management Policy](#)
- [Great Falls College Purchasing Guidelines](#)