Technology Review - Getting started - Frequently Asked Questions

What is a Technology Review?

A Technology Review is an Information Technology Services (ITS) review and approval process for purchasing a technology solution that is not currently available and/or approved for use in the District. This may include software, hardware, mobile apps, network equipment, and technology professional services.

Why are Technology Reviews needed?

Technology reviews are necessary to ensure compliance with various District policies related to technology. The process protects the safety, security, and fiscal interests of our District by verifying proper handling of sensitive data, evaluating accessibility and compatibility, finding risks and opportunities for reuse, and ensuring that all terms of use/contracts are included.

Who can submit Technology Review requests?

Los Angeles Unified (District) administrators, teachers and staff can submit Technology Review requests.

What types of purchases require a Technology Review?

All information and communication technology purchases and adoptions must be reviewed, regardless of cost or funding source (general, federal, or state grant funds, etc.) This includes "free" products or services (e.g., Apple, Google Apps) as well as those developed on campus. Examples include but are not limited to:

- Software (Cloud-based, desktop, subscription, perpetual, custom-developed, etc.)
- Equipment that uses a digital interface, software, or system to store, manage, control, manipulate or retrieve information
- Equipment that connects to the internal or external networks (i.e., internet)
- Technology services such as application development, web content development for school websites, technical support, helpdesk, troubleshooting, application development, etc.
- Communications products such as VoIP phones, radios, base stations, PA systems, etc.
- Security systems such as security cameras, alarms, etc.

Please note that any proposed Digital Instructional Software (curricula, software licenses and/or online subscriptions) must be submitted through a Unified Digital Instructional Procurement Plan (UDIPP) application process instead of a Technology Review. Submit these types of requests via https://udipp.lausd.net/.

What is NOT included in a Technology Review?

Administrators, teachers, and staff who submit a Technology Review request are responsible for performing the following functions and are NOT included in the technology review.
- Business process compliance
- Requirements gathering for Hardware and/or Software specifications
- Cost estimating for IT Projects

- Digital instructional software (curricula, software licenses and/or online subscriptions) previously approved under the Unified Digital Instructional Procurement Plan (UDIPP) process. For a list of UDIPP-approved products, see catalog at https://udipp.lausd.net/Catalog

How do I request a Technology Review?
Request a Technology Review by completing every required field of the Technology Review request form.

Do I still need to submit a Technology Review if I pay for the product myself?
Yes. The district's computing environment is still at risk without a Technology review.

How long does the Technology Review process take?
It will depend on the complexity of the item requested for review.

If I have a long-term contract, can I get an exception to the Technology Review process?
No, it will need to go through the process if it has not been reviewed and approved previously. Technology, security, policies, and laws change often, and this will ensure that the district is adhering to all laws and policies pertaining to technology.

What happens after I submit the request?
Once submitted, your request will be reviewed by ITS and other subject-matter experts. You may be asked to provide more information at any point within the review process. If approved, you will be notified and may proceed with the intended purchase. If your request is denied, you may work with ITS to identify an alternative solution.