

INSTRUCTIONS: Request for Use of Online Application

Online Systems for Individual Buildings/Teaching Staff

Before imitating the use of an online application for instructional use, instructional staff must submit a request to their Building Principal. This written request is required regardless of whether protected student data will be used by the application.

STEP 1: Building Principal / Program Director Approval

In order to evaluate the request, the Building Principal will be provided with the following information:

A. Vendor Legal Name & Contact Information	E. Specific Data Fields to be Distributed (This information can be found outlined in the Vendor’s Privacy Policy & Terms of Use Statements)
B. Name of Application	
C. Website URL	
D. Purpose of System	F. Contract / Subscription Fee (if applicable)

The Building Principal will review the request based on instructional merit and need. If the Building Principal finds the request valid, (s)he will forward the request to the Instructional Technology Coordinator (ITC).

STEP 2: Instructional Technology Coordinator

The ITC will review the request to confirm that the request is valid, fits into the District’s overall instructional IT system plans, and that no other currently employed system can provide the functionality of the new system.

Requests that Involve Using Anonymous Data

If the ITC finds the request valid, and (s)he will grant approval and notify the staff member.

Requests that Involve Using Protected Student Data

The ITC will review the legal documentation of the vendor related to student PII/PPSI. Vendors receiving PII/PPSI will be required to execute the following documents:

- A. Consultant Confidentiality Agreement or Attachment C of Board Agreement
- B. Contractor- Acceptable Use of Electronic Information & Network Access Agreement
(only if given system user account).

If the third party vendor meets the both District and legal requirements, a conditional approval will be granted. Nevertheless, no data can be transferred until the required documentation has been received by the ITC. The ITC will add the system to Externally Placed Data Inventory. Building Principal Secretaries will receive a copy of the signed application once it is approved.

Request for Use of Online Application

REQUESTOR INFORMATION			
Name of Requestor:			
Building / Program:		Grade Level:	

DETAILS	
Vendor Legal Name:	
Contact Information:	
Name of Application:	
Website URL:	
Purpose of System:	

BUILDING PRINCIPAL / PROGRAM DIRECTOR			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		
Authorized Signature:		Date:	
Print Name:			

INSTRUCTIONAL TECHNOLOGY COORDINATOR			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		
Authorized Signature:		Date:	
Print Name:			

DATA PROTECTION OFFICER			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		
Authorized Signature:		Date:	
Print Name:			

Identification of Shared Student Data Fields

Please review the Vendor’s Privacy Policy and Terms of Use Statement to indicate below which Student Data fields will be transferred to the Third Party Vendor in this application if it is approved.

Check all that apply:

Student Name	
Guardian Name	
Address	
Social Security #	
Student ID #	
Email Address	
Date of Birth / Age	

Grade Level	
Gender / Biometric Data	
Health / Medical Data	
Socio- Economic Data	
Test Data	
IEP Data	

In the event that this application is being used anonymously or without collecting any Personally Identifiable Information, please indicate below how students will access this application. For example, teacher class code, teacher generated username, etc.
