JC Schools Digital Resource / Tool Request Information

To ensure alignment with good data governance and data privacy practices of the district, employees must have permission from the Information Security Officer (ISO) before procuring or using software or online sites that store, collect or share information, including login credentials. This includes free or paid software/sites as well as contract binding platforms.

Individuals submitting a request will be asked to explain how the resource/tool supports instruction and impacts student achievement. Long term, this process will allow us to develop a resource bank of approved tools to support teachers.

In order to ensure our student, staff and district data is kept secure and confidential, each application used by district staff must be vetted by the ISO/Technology Department. This allows the ISO/Technology Department to evaluate the application's privacy policy, terms of service, age restrictions, advertisements, potential collection of *confidential or critical data, etc. and allows teachers to focus on using the approved applications in their classrooms.

*Confidential or critical data can be any information that (1) can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context and (2) any other information that is linked or linkable to an individual, such as education records. While some information may not be uniquely identifying on its own, some information may be potentially identifying in combination with others.

Please fill out the form below if there is a software/application/site you wish to use in your classroom, building or department. The form will go through an approval process and may take up to a minimum of two weeks for the request to be processed.

There are designated individuals at each building who may fill out the district approval request Form. The following information items are required in order to process the digital resource / tool approval request. The approval process may take up to two weeks to be processed once submitted.

Information required for digital resource / tool request:

1. Name   (first and last name)

2. Role in the District   (principal, instructional coach, library media specialist, district administrator may submit the Form)

3. School building or department

4. Is there a deadline?
   a. If applicable, deadline date and reason

5. Name of digital resource /tool

6. Provide a website or url link to the digital resource / tool.

7. Provide a link to the privacy policy of the digital resource / tool.

8. Type of request   (new or revision to existing purchase)

9. What is the purpose of the digital resource/tool and how does it support our district-created curriculum?

10. How will you use this tool to support instruction and improve student achievement?

11. With what audience with the digital resource / tool be used?   (students, staff, parent/guardian, other)

12. Main category of the digital resource / tool?   (administrative, communication, instructional, special services, state required, testing, other)

13. Does the digital resource / tool require a student to log in?

14. What student data is collected? (e.g. name, ID, email, password, etc)