



## JC Schools Digital Resource/Tool Request Process

*Beginning with the 20-21 school year, staff will seek approval, using a Digital Resource/Tool Request Form, for all new software or online sites that store, collect or share information, including login credentials.*

*Reach out to your building Instructional Coach, Library Media Specialist, or Principal to start the digital resource/tool approval process. The form will go through an approval process and may take up to a minimum of two weeks for the request to be processed.*

*Below is a list of questions the Instructional Coach, Library Media Specialist, or Principal will ask you as a part of the request process. Please be prepared to answer these questions.*

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? (If applicable, deadline date and reason)
5. Name of digital resource/tool?
6. Website/url to information regarding the digital resource/tool?
7. Type of request? (new or revision to existing purchase)
8. Purpose of the digital resource/tool?
9. With what audience will the digital resource/tool be used? (students, staff, parent/guardian, other)
10. Main category of the digital resource/tool? (administrative, communication, instructional, special services, state required, testing, other)
11. Does the digital resource/tool require a student to log in?
12. What student data is collected? (e.g. name, ID, email, password, etc)