

Technology Application Approval Process

Revere Local Schools Student Data Privacy Guidelines

These guidelines suggest the district puts in place the following practices when one or both of the following exist:

- 1) The software/website used collects student identifiable information, such as names, ids, phone numbers, email addresses and similar
- 2) OR the site collects/houses student created content

Practices:

- 1) Have a process in place once we are no longer using a product, to request the company purge all data and content collected while we were using it.
- 2) Post apps on our website Approved App list when an app is approved for use in the district and indicate what information may be collected by that publisher.
- 3) Have a process in place to notify parents and students if there is a data breach of personally identifiable information within 72 hours of receipt of alert.

No teacher should be using any software application that collects student information or content that has NOT been approved by the district. All requests for use must be submitted through the district app approval process.

If the app will gain possession of or have access to student information, student records or student-generated content as a result of use with students it must be approved by the District Technology Steering Committee.

Apps must get approved in two areas: curricular/instruction and legal. For assistive apps the Director of Student Services is also involved.

APP APPROVAL PROCESS:

Teacher finds an App that s/he wants to use with students and completes the following steps for app approval:

1. Check CommonSenseEducation (formerly Graphite.org) for review of app – if still interested in using app with students continue steps below. <https://www.commonsense.org/education/digital-citizenship>
2. Check Currently Approved District Apps at <https://www.educationframework.com/districts/main.aspx?districtid=30161> and the Unauthorized App List located on the district intranet site.
If the app is not listed on either list, continue with step 3. (If listed on Approved List – app can be utilized with students, if listed on the Unapproved List and there is a strong desire to have the program reconsidered – complete steps below noting the current status for reconsideration on the request form).

3. Complete an Application Approval Request form online.
4. The Technology Steering Committee reviews the App's terms of Agreement and Privacy Policy and notifies petitioner of approval status within five school days. The committee looks to approve only apps that receive an EdPrivacy rating of 3 or higher and ones that do not require that parents provide consent directly to the app developer.

Information that will be reported on the Approved App List through EdPrivacy includes:

- App Name
- Link for privacy policy
- Link for terms

For Unauthorized Apps the following information will be included:

- Name
- Reason



