



Bristol Warren Regional School District
IT Department
App/Extension/Service Request Vetting Procedure - Committee

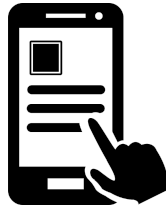
This procedure explains how to approve or deny a request for a subscription to an electronic resource, app, or extension. Reviews are conducted 3 times per year in the fall, winter, and spring by a committee.

MATERIALS

[BWRSD App/Extension/Service Request & Privacy Evaluation Form](#) Submissions
[JP-E Family Education and Privacy Act Notification of Rights Policy](#) (FERPA)
[Children's Online Privacy Protection Rule](#) (COPPA)
Appendix I: Reviewing a Privacy Statement/Policy
[BWRSD Current Approved Software/Subscription List](#)

PROCEDURE

- I. Access [BWRSD App/Extension/Service Request & Privacy Evaluation Form](#) submissions.
- II. Review all answers to the questions using Appendix I: Reviewing a Privacy Statement/Policy, taking the following into account:
 - A. Does the district already have a product that we use that does what is being requested? Refer to the [BWRSD Current Approved Software/Subscription List](#)
 1. If yes, what would the cost be, if any? Take into account training/PD/roll out for the product.
 2. If no, what would the cost be? Take into account training/PD/roll out for a new product.
 - B. Determine if the request meets:
 1. Curriculum need.
 2. Curriculum alignment.
 3. Instructional value needs.
 4. Alignment to district values.
 - C. Is the product FERPA/COPPA compliant?
 - D. Is the product not sharing data with third parties?
NOTE: If the answer to C & D is No, the app/extension/service will be denied.
- III. Notify the requestor once a subscription/app/extension has been approved or denied, via email.
- IV. Post approved or denied subscription/app/extension on the Bristol Warren Regional School District's website.



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Appendix I: Reviewing a Privacy Statement/Policy

Consult expert sources for more information on the app and various privacy components and read the information that is available for the resource to learn about it.

Some expert sources include (but are not limited to):

- Common Sense Media
- Student Data Privacy Pledge

Read the Privacy Policy and the Terms of Use for the resource.

If the privacy policy is written so that it is very difficult to understand, you should be concerned in approving the app/extension.

Concerns include:

- Any app that shares with “3rd party apps”
- Wording that allows for advertising or provides an opportunity to opt out of receiving advertising
- Privacy policies and/or terms of use can be updated “at any time” without notice

You may want to reach out to the contact person to ask specific questions and document answers in a file. Consult your school attorney if necessary and discuss your findings with the app/extension evaluation committee.

If the free app is not safe, consider a software purchase with a vendor contract if it is an essential resource.



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Change Control

10/2/2018 - Procedure created. KM