



Digital Instructional Resource Approval Manual

Table of Contents

Digital Instructional Resource Approval Manual	1
Table of Contents.....	1
Introduction	2
Rationale	2
School Board Policy.....	2
SB Policy 4.21+ Excerpt: Purchase of Instructional Software/Services	3
Additional Applicable Statutes.....	3
Committee Information	3
Committee Membership.....	4
Schedule.....	4
Promoting Awareness.....	4
Selection.....	4
Approval.....	4
Requirements.....	4
Approval Process.....	5
Evaluation	6
Review for Short-term Pilot	6
Denial	6
Requirements for Extended District Use	6
Exceptions.....	6

Purchase.....	7
Requests for Purchase	8
Digital Instructional Resources Administration	8
Procedures	8
Manual Data Entry for Qualified Services.....	9

Introduction

The Santa Rosa County School District (SRCSD) Digital Instructional Resource Approval Manual provides the policies, procedures and guidelines for selection, approval, purchase, and use of Digital Instructional Resources within SRCDS. These policies and procedures apply to all employees.

SRCSD will keep all Digital Instructional Resources policies and procedures current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

This document is designed for online use. Contact the Instructional Technology department to obtain a print copy of this document.

Rationale

Confidential information such as Social Security number, password, or medical information, is private and requires protection with the highest levels of security, as prescribed by applicable laws, regulations, and standards. In accordance with the requirements of state and federal law and/or policies, Santa Rosa School District users given access to student and employee personal information or other institutional data must make every effort to ensure the confidentiality and appropriate use of the information, ensure the security of the equipment on which the information is held or displayed, and ensure the privacy rights of students and employees included in the data.

School Board Policy

Excerpt from [SB Policy 4.21+ Selection, Management, and Purchase of Instructional Materials and Software/Services](#) (reformatted to match document text).

SB Policy 4.21+ Excerpt: Purchase of Instructional Software/Services

The School Board shall be legally responsible for the instructional digital resources used in the operation of District schools. Student privacy, student achievement, and efficient operations must be considered when purchasing digital resources. Therefore, the initial purchase, annual renewal, and use of instructional digital resources requires approval by the District Digital Instructional Resource Committee.

- I. A list of all digital resources approved for purchase and use will be maintained and posted on the Santa Rosa County School District documents page as the [Approved Digital Instructional Resource List](#).
- II. If an educator is interested in using an unapproved digital resource, (including trials/pilots), a school administrator must be consulted. If the school administrator deems the resource to be worthwhile, the school administrator must consult the appropriate grade level director and submit the new digital resource to the committee for approval. The new resource may not be used or purchased prior to committee approval.
- III. The digital resource must be vetted through the committee approval process prior to placement for a specified term on the list of approved digital resources, if the digital resource requires any of the following:
 - a. Purchase of installed software, online services, apps, or subscriptions
 - b. Use of any personal student roster information, such as name, student ID, etc.
 - c. Log in by students
 - d. Tracking of student progress
- IV. The Digital Instructional Resource Approval Manual will be developed by the District Digital Instructional Resource Committee and will be maintained and posted on the Santa Rosa County School District documents page.

Additional Applicable Statutes

Additional statutes and policies include but are not limited to

- Children’s Internet Protection Act,
- Florida Computer Crimes Act (Chapter 815, Florida Statutes),
- Electronic Communications Privacy Act of 1986 (Title 18 United States Code),
- The Family Educational Rights and Privacy Act (FERPA) (Title 20 U.S.C.),
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191
- Individuals with Disabilities Education Act (IDEA)— 34 CFR Part B section 611, Part B section 619, and Part C

Committee Information

The District Digital Instructional Resource Committee (DDIRC) will oversee the purchase and use of digital instructional resources.

Committee Membership

- Director of Instructional Technology
- Coordinator of Literacy
- Coordinator of Math and Science
- Coordinator of Social Studies
- District Directors as the resource demands
- District Network Software Analyst
- Data Processing Representative
- TSAs for Instructional Technology
- Union Representative

Schedule

The DDIRC will meet September, December, March, and May.

Promoting Awareness

- Principal/ AP meetings
- Public Service Announcement(s) at Faculty meetings
- Email reminders
- Posters
- Reminders at ALL applicable trainings

Selection

Selection of Digital Instructional Resources shall follow [SCHOOL BOARD POLICY 4.21+](#) (I.) Adoption of Instructional Materials where applicable.

Approval

Requirements

Digital instructional resources (DIRs) must be vetted through the committee approval process prior to placement for a specified term on the list of approved digital instructional resources, *if* the digital resource requires any of the following:

- Purchase of installed software, online services, apps, or subscriptions
- Use of any personal student roster information, such as name, student ID, etc.
- Log in by students
- Tracking of student progress

If an **online** resource is completely free (a free trial is NOT considered completely free), and **does not** require any items listed above, it **does not** need to be considered for this process. However, the principal must be alerted to its use.

All **installed** software (desktop application or mobile app), including non-commercial software such as open source, freeware, etc., must be approved by a Senior Network Analyst (Tech Support Annex) prior to the use or download of such software. Proceed to **Purchase** section if software is already approved.

Who Needs Approval Under This Process?

School site employees wishing to purchase and/or use instructional software, applications, or website subscriptions, collectively known as digital instructional resources (DIR), in our district.

Who Controls The Approval Process?

The District Digital Instructional Resource Committee (DDIRC) will oversee the purchase and use of digital instructional resources.

Approval Process

These steps are to be followed by the educator wishing to purchase or pilot a product **not** on the Approved Digital Instructional Resource list. Please check the [Approved Digital Instructional Resource list](#). Your product may already be approved. If the software is already on the list, proceed to the **Purchase** section. **Please note that if Title funds are used, the service MUST be evidence-based.**

1. Talk to your administrator about the value/instructional importance of the product.
2. Fill out the first page of the [Request for New Digital Instructional Resource](#). (Form 63-11-01) (Download the PDF to your machine before you fill it out.)
3. Email the filled form to your Tech Contact.
4. Have the Tech Contact digitally sign the form and email it to the administrator.
5. Have your administrator email the digitally signed form to TSA Instructional Technology Specialist in the Instructional Technology department.
6. The District Digital Instructional Resource Committee (DDIRC) meets September, December, March, and May for approvals.
7. After committee approval, your request may be tentatively approved for piloting for a specified time period (see **Evaluation** section). Follow any instructions received by district staff for piloting the new resource.
8. For use beyond the pilot year, the applicable Grade-Level or Program Director and Subject Area Coordinator must endorse the use of the program.

Prior to submitting a request to use an installed digital resource, check the [Approved Digital Instructional Resource List](#).

Additional Steps for Installed Software

1. After receiving the digitally signed Request for New Digital Instructional Resource form from your administrator, Eric Englert will verify the form accuracy and forward the form to TSA, for evaluation by a Senior Network Analyst.
2. If software is a desktop application, have your Tech Contact create a work order for TSA to evaluate the software. Note: This step is not needed for mobile device apps.

Evaluation

Review for Short-term Pilot

This section addresses what happens to your form after your site administrator digitally signs it.

1. The site administrator must submit the Request for New Digital Instructional Resource form along with supporting documentation and technical requirements to the TSA Instructional Technology Specialist in the Instructional Technology department.
2. The Instructional Technology Specialist will determine if the DIR meets district requirements for student privacy and confidentiality of data.
3. The DDIRC will review the resource to determine approval status for use at specific school sites for a specified time.
4. Be aware that the new resource must meet the requirements listed under the **Requests for Purchase** section, below, to be considered for Extended Use (below).

Denial

- If not evidence-based, federal funds may not be available.
- Resource doesn't add to the existing curriculum.
- Vendor doesn't comply with student privacy requirements.

Rationale will be provided in writing for denial.

Requirements for Extended District Use

1. The Resource must have successfully completed the Evaluation stage (see previous section).
2. The applicable Grade-Level or Program Director and Subject Area Coordinator must endorse the use of the program.
3. The DDIRC will review the resource to determine approval status for placement on the Approved Digital Instructional Resource List.
4. The service will be placed on Approved District Digital Instructional Resource List for an extended period of time. Service will be monitored and assessed, annually, to ensure resource continues to meet **all requirements**.

Exceptions

Some digital instructional resources (DIR) may not require vetting, because they do not require any of the following: purchase of installed software, online services, apps, or subscriptions; use of any personal student roster information, such as name, student ID, etc.; log in by students; or tracking of student progress.

- DIRs that use generic usernames and passwords for a class or school.
- DIRs that meet the needs of students per their IEP or 504 plan (if approved by Director of ESE).
- DIRs that are used for Certification (if approved by Director of Workforce Education)
- Requirements from the state of Florida

Purchase

The School Board shall be legally responsible for the instructional digital resources used in the operation of District schools. Student privacy, student achievement, and efficient operations must be considered when purchasing digital resources. Therefore, the initial purchase, annual renewal, and use of instructional digital resources requires approval by the District Digital Instructional Resource Committee.

A list of all digital resources approved for purchase and use will be maintained and posted on the Santa Rosa County School District documents page as the [Approved Digital Instructional Resource List](#).

If your product is already approved, please give your Bookkeeper the following information to make the purchase. **Please note that if Title funds are used, the service MUST be evidence-based.**

- Name of vendor/name of software
- How much and dates of subscription, if applicable.
- Confirmation that the request is on the approved list.

Note: Request does not guarantee approval.

Software purchases made without prior-approval from the committee (e.g., a credit card purchase) could result in monetary loss.

All purchased software must be purchased by the site bookkeeper or designee or those individuals with official access to district or school Purchasing Cards.

All purchases of software must be compatible with the district's server and/or hardware system.

All purchases for software must be in line with the district [purchasing policies, rules and laws](#).

Any changes from the above requirements must be authorized by the Data Processing Manager, the Computer Support Supervisor, and/or the Director for Inservice and Instructional Technology.

Requests for Purchase

The following information is provided in the SRCSD Purchasing department's RFP boilerplate document, item #34.

(Online Software Services Only) The District takes the confidentiality and security of our student information very seriously. **The contractor must** adhere to the following:

- a. Maintain confidentiality of all data.
- b. Use provided data only for the specified purpose.
- c. Take all steps reasonably necessary to protect the confidential information and to prevent the confidential information from falling in to the public domain or into the possession of unauthorized persons.
- d. Destroy or return all data to the District upon termination of the contract.
- e. Encrypt the Data by SSL or other cryptographic method anytime it is transmitted electronically.
- f. Sign the District's [Data Disbursement Confidentiality Disclosure Agreement](#), or may sign "The Pledge" at [StudentPrivacyPledge.org](#), in lieu of signing the confidentiality agreement. After the contract is awarded, the District staff will initiate this process. If you choose to sign "The Pledge," inform Eric Englert via email: englerte@santarosa.k12.fl.us.
- g. Provide no-cost support for one of the following methods of federated Single Sign-On through our SSO platform [ClassLink](#) (excluding any [Clever](#) integration) if student or teacher login is required:
 - LTI 1.0 or higher
 - OAuth 2.0
 - SAML
 - ADFS
- h. Use [JMS Global OneRoster v1.1](#) REST API or accept OneRoster CSV files via SFTP using [ClassLink Roster Server](#) (excluding any [Clever](#) handshakes) if student or teacher login is required and for services that require rosters. OneRoster integration must use OneRoster enrollments data to create class structures and enroll students.
- i. Automatically provision (create) accounts on first launch for services that do not require roster data.

Digital Instructional Resources Administration

Procedures

All DIRs must be registered on the [Approved Digital Instructional Resource list](#). It is the responsibility of the District TSA: Instructional Technology Specialist serving on the DDIRC to ensure

that this information is registered and maintained online. For online DIR, the register must record the following information:

- Software Name
- Status
- Confidentiality
Good Until
- Vendor Name
- ClassLink
OneRoster
- Conf. Agreement
Good Until2
- Secure
- SSO
- Company Repr
- Phone
- List Data to Reside on Vendor's Servers
- Purpose and add'l notes
- District Contact
- D/S
- Used By (if unique)
- Category

For installed DIR, the register will record the following information

- Approved (but not necessarily supported)
- Details/Restrictions/Explanations
- Requesting Schools
- Date Approved

Manual Data Entry for Qualified Services

Assuming a vendor does not require rosters, does not use SSO, and is used by only a small population of teachers (i.e., a few teachers at a school or schools), teachers may be able to enter student data **on a limited basis.**

In order to enter student information, Data Processing requires that we take extra steps to ensure that teachers entering data are aware of the extra protection, care and caution we must take to enter that student data. Please read the email, below, and follow the steps.

Educator Data Entry Requirements Email

Confidential information such as Social Security number, password, or medical information, is private and requires protection with the highest levels of security, as prescribed by applicable laws, regulations, and standards. In accordance with the requirements of state and federal law and/or policies, Santa Rosa School District users given access to student and employee personal

information or other institutional data must make every effort to ensure the confidentiality and appropriate use of the information, ensure the security of the equipment on which the information is held or displayed, and ensure the privacy rights of students and employees included in the data.

Applicable statutes and policies include but are not limited to

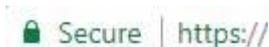
- Florida Computer Crimes Act (Chapter 815, Florida Statutes),
- Electronic Communications Privacy Act of 1986 (Title 18 United States Code),
- The Family Educational Rights and Privacy Act (FERPA) (Title 20 U.S.C.),
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191
- Individuals with Disabilities Education Act (IDEA)— 34 CFR Part B section 611, Part B section 619, and Part C

All of the following conditions must be met for and you to enter student information into a site.

- **You affirm** that you are requesting the use of a free or purchased, online-only digital resource to be used in your classroom.
- **You affirm** that you have made your school administrator aware of your desire to use this resource with your students.
- **You affirm** that the resource is not used school-wide or district-wide.
- **You affirm** that the online-only digital resource vendor does not accept or require rosters (Roster: usually a spreadsheet with a list of students or staff and associated information).
- **You affirm** that the resource is on the Approved Digital Instructional Resource List ([Docs & Forms page](#))
- **You affirm** that you understand that any student data you enter or accumulate (tracking data) during a trial period will be purged.

Assuming the conditions above have been met

1. Please read [FERPA Basics for Staff](#). (Access to document requires log in by educator.)
2. Send this email to Eric Englert to further affirm the following:
 - a. You will take all measures and precautions to ensure the safety, integrity, and security of the student data.
 - b. You understand that at no time will data exchange be permitted through email.
 - c. You understand that any student information entered directly into a web site form page (e.g., for account creation) must be entered securely and without error. Confirm that the website is secure by looking for https:// and/or a lock.



- d. You understand that if a vendor requests that you send or upload a spreadsheet of students, the district considers that to be "rostering" and, as such, does not meet the conditions set forth, above. Please contact Eric Englert if this occurs.
- e. You affirm that you have read [FERPA Basics for Staff](#).
- f. You affirm knowing which students, if any, under your supervision have a "no release"/"opt out," and that you will abide by the stipulations put forth in said students' directory information suppression.

Please contact Eric Englert if you have any questions.

By typing your full name, you are affirming that you meet all conditions and stipulations above, and that you will take all measures and precautions to ensure the safety, integrity, and security of the student data.

Reply to this message and TYPE IN YOUR FULL NAME HERE: _____

Return to Instructional Technology Specialist.