

Online Software Application Data Privacy Review

* Required

* This form will record your name, please fill your name.

Student Data Privacy

Protection of student data is of the utmost importance. Any online or web-based software application that includes personally identifiable information (such as student name, date of birth, social security number, etc.) must be compliant with state and federal privacy laws and regulations, including FERPA, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, Florida Statutes.

To further ensure the protection of student's privacy, recent changes to State Board Rule 6A-1.0955, Florida Administrative Code, requires districts to establish a process to review and approve all online educational services that contain student information and is required for students, staff, or parents to use. This requirement applies to tools and applications paid by the District and those available at no cost.

Software Application Privacy Review Process

Please note, until a decision has been made you may not use the online tool.

Step 1. A list of approved online software applications can be found here:

<http://www.leonschools.net>

Step 2. If the application will be used to aid or support instruction with students, please get approval

from Academic Services before starting the Software Application Privacy Review Process. If this form is completed without approval from Academic Services, it will be denied until approval is obtained.

Step 3. Complete this Software Application Privacy Review form in its entirety. This will require the requester to understand what data the tool will be asking users to provide.

Step 4. Once submitted, TIS will review the vendor's privacy policy to determine if the policy meets the required federal and state laws and rules, and Board policies.

- **Outcome A:** If the vendor's policy complies, TIS will approve the application for use in the district.
- **Outcome B:** If the vendor's policy does not comply, the vendor will be required to sign the LCS Data Security and Privacy Agreement (DSPA). This DSPA process can take time depending on the diligence of the vendor, including any negotiations regarding contract language in the DSPA. Each vendor only needs to have one (1) signed DSPA on file for the District. TIS will maintain a list to avoid reaching out to the same vendor multiple times.
- **Outcome C:** If the vendor's privacy policy does not comply and the vendor will not sign the DSPA, the only way the application can be used is to obtain written permission listing what data will be captured by the application signed by each parent for their student to use the application. This process will require coordination with TIS and the school's administration.
- **Outcome D:** If the vendor does not comply and the school does not anticipate obtaining a signed permission slip from every parent, the form will be denied and the application cannot be used within the District.

Please know that this process can be lengthy depending on the use case, the data collected, and the willingness of the vendor to work with the District. We understand that this process may seem cumbersome; however, TIS is working hard to ensure the District's compliance with all federal and state laws, rules, and regulations, and Board policies, while supporting our schools.

Click Next to Begin

Application Usage

1. Will the online software application be used to provide student instruction? *

Yes

No

2. Briefly describe how you plan to use this application. *

3. Who will this application be used by (*based on your personal knowledge*) *

- Single class
- Multiple classes
- Subject area school-wide
- Grade-level school-wide
- School-wide
- Multiple Schools
- Subject area District-wide
- Grade-level District-wide
- District-wide

Instructional Alignment

4. Has the online software application been approved by Academic Services? *

Yes

No

Content Review Required

Any online software application used to deliver instruction must have its content reviewed to ensure alignment with state standards. Please request a content review of the online software application by following the steps found at: <http://www.leonschools.net>. Once an online software application's content is approved, please resubmit this form to request a privacy and security review.

Required Usage

Things to consider when answering:

- Required usage refers to both students and parents.
- In most circumstances, any online software program or application used during the course of classroom instruction would be considered required.
- Some examples of required usage could include paying a fee, completing a lesson or assignment, or necessary for participation in a club, sport, or event.

For example, you found a website where students create a free account and can obtain additional information about dinosaurs to complement the science lesson you are teaching. The content is not required for an assignment or to prepare for an exam. This would be considered optional. However, if this additional information is necessary to complete an assignment or prepare for a test, this would be considered required.

Likewise, if a parent must create an account with their student's name to purchase an event ticket or to register for parent pick-up, this would be considered required. However, if event tickets could be purchased in a variety of ways, including the system that requires an account, that would be considered optional.

5. Is the online application required to be used by students and/or parents?

*

Students are required to use

Parents are required to use

Usage is optional

Application Details

6. Name of Application (example: Reflex Math) *

7. Name of Company (example: Explore Learning) *

8. Link to Requested Application *

9. Link to Terms of Service *

10. Link to Privacy Policy *

Student Data Collection

Please identify the data that this online software application will collect.

11. Please indicate any student information collected by the application. *

- No student information is collected
- Name First and/or Last
- Email
- ID number
- School
- Grade level
- App username
- App passwords
- Address
- Phone
- Disability information
- Date of Birth
- Place of Birth
- Gender
- Ethnicity or race
- Specialized education services (IEP or 504)
- Course schedule
- Course grades

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12. Please list any additional student information collected.

- Conduct or behavioral data
- Living situations (homeless/foster care)
- Homeroom
- Guidance counselor
- Specific curriculum programs or information
- Year of graduation
- Teacher names
- English Language Learner (ELL) information
- Language information (native, preferred or primary language spoken by student)
- Low income status - SES Free and Reduced
- Medical alerts/health data
- Responses to surveys or questionnaires generated content; writing, pictures etc.
- Meta-data on user interaction with application
- Online communications that are captured (emails, blog entries, chat messages, etc.)

Parent Data Collection

Please identify the data that this online software application will collect.

13. Please indicate any parent information that will be collected by the application *

- No parent information is collected
- Name First and/or Last
- Email
- Phone
- Address
- Meta-data on user interaction with application
- Online communications that are captured (emails, blog entries, chat messages, etc.)

14. Please list any additional parent information collected.

Computer Data Collection

Please identify the data that this online software application will collect.

15. Please indicate any device information that will be collected by the application. *

No device information is collected

IP Address

Use of cookies

Not sure

16. Please list any additional device information collected.

Application Cost

17. Is there a cost to use this online software application? *

- Yes, there is a cost.
- No, the application is free.


Online Software Application Procurement

18. How will the online software application be purchased?

- Purchase Order
- PCard
- Internal Accounts
- Purchased by outside group, i.e. PTO, Booster, etc.
- Other

Online Software Application Quote

19. Upload a copy of purchase quote

 **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Sales Representative Information

Please provide the following information on your sales representative. We will reach out to them if we have any questions during the review process.

20. Representative Name

21. Representative Email Address

22. Representative Phone Number

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