

**INSTRUCTIONS: Request for Use of Software and Website Use**

**Software for Individual Buildings/Teaching Staff:**

**Before** initiating the use of Software for instructional use, instructional staff must submit a request to their Building Principal or Program Administrator. This written request is **required** regardless of whether protected student data will be used by the software. This is also required regardless of cost to acquire.

**STEP 1: Building Principal/Program Administrator Approval**

In order to evaluate the request, the Building Principal or Program Administrator will be provided with the following information: See attached form, **Page 2**.

A. Vendor Legal Name & Contact Information	F. Specific Data Fields to be Collected. This information can be found in the Vendor’s Privacy Policy & Terms of Use Statements, generally found on their website.
B. Name of Software	
C. Website URL	
D. Purpose of Software	G. Contract/Subscription Fee (if applicable)
E. Form W-9 (Request for Taxpayer ID)	H. Current Year Vendor Sole Source Letter stating that the software is not available from another source.

The Building Principal or Program Administrator will review the request based on instructional merit and need. If they find the request valid, he/she will forward the entire Software Request Packet to Michelle Husek, who will then forward to the Computer Services Coordinator (CSC) for review of the privacy policy.

**STEP 2: Computer Services Coordinator**

The CSC will review the request to confirm that it is valid, fits into BOCES overall instructional IT system plans, and that no other currently used application can provide the functionality of the new application. It will then be reviewed by the Data Protection Officer (DPO).

**Requests that Involve Using Anonymous (non collection of) Protected Student Data**

If the CSC/DPO finds the request valid, he/she will grant approval and notify the staff administrator.

**Requests that Involve Using Protected Student Data**

The CSC/DPO will review the vendor's Privacy Policy, as it applies to student PII/PPSI (personally identifiable information/personal, private or sensitive information). Vendors receiving PII/PPSI will be required to execute the following documents:

- A. Hamilton-Fulton-Montgomery BOCES Parents' Bill of Rights for Data Privacy and Security
- B. Hamilton-Fulton-Montgomery BOCES Data Protection Agreement
- C. Signed Acceptable Use of Electronic Information & Network Access Agreement (*only if given system user account*).

If the third-party vendor meets the BOCES legal requirements, a conditional approval will be granted. Nevertheless, no data can be transferred until the required documentation has been received by the CSC or DPO. The CSC will add the information to the BOCES Data Inventory. Building Principals/secretaries will receive a copy of the approved packet or an email stating it was denied and why. If approved, Michelle Husek will notify the applicant and the Purchasing Department that the packet has been approved for a Purchase Order.

SCHOOL YEAR: \_\_\_\_\_



Partner. Advocate. Leader

## Form C: Software Website Request Form

REQUESTOR INFORMATION			
Name of Requestor:			
Building/Program:		Grade Level:	

DETAILS	
Vendor Legal Name:	
Vendor Tax ID Number:	
Contact Information:	
Name of Software:	
Website URL:	
Purpose of Software: <small>Give a detailed description why your classroom needs this technology.</small>	

BUILDING PRINCIPAL / PROGRAM ADMINISTRATOR			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Reason -	
Authorized Signature:		Date:	
Print Name:			

COMPUTER SERVICES COORDINATOR			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Comparable Product -	
Authorized Signature:		Date:	
Print Name:	Carden Smith, Computer Services Coordinator		

DATA PROTECTION OFFICER			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Reason-	
Authorized Signature:		Date:	
Print Name:	Dr. Aaron Bochniak, Assistant Superintendent		



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**Form A: Student Data Checklist**

Does the software/website collect Personally Identifiable Information:      **YES**      **NO**

If NO, how does the student/teacher access the site: \_\_\_\_\_

If YES, Please review the vendors privacy policy to indicate which types of student information are gathered. Check all that apply

Student Name	
Guardian Name	
Address	
Social Security #	
Student ID #	
Email Address	
Date of Birth/Age	

Grade Level	
Gender/Biometric Data	
Health/Medical Data	
Socio-Economic Data	
Test Data	
IEP Data	

Comments/Notes:

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