DIGITAL SOFTWARE SUBMITTAL FORM

Submitted By: **Date:**

 Contact/Department:

Superviosr/Director:

Please select from the drop down:

Purchase is for (Check all that apply)   **Curriculum and Instruction Request**

School-based Request

Central Office Request

Staff Only   **Students Only**   **Staff & Students**   **Select Classrooms**   **Entire School**

How are you identifying the users (e.g.*specific courses, job title, or other group configuration):*

Pilot   **days**   **Full Implementation**

Upon completion of pilot, steering committee will request and review data

Complete Name of Product:

 Product Description:

Devices (Check all that apply): The product can be used on the following devices without limitations:

iPad *(iOS 14 or newer)*   **iMac Lab**

MacBooks   **Other, please specify**

What are the minimum device requirements for the program/app to run?

Does the product have teacher resources such as videos, lesson plans, and materials to help the instructor use the tool to it integrate into WCPS curriculum for student engagement and assess to learning? If so, please describe:

Will rostering be used?   **What data will be stored within the application?** *e.g. name, email address, username, password, etc)*

If Yes or No, how will access be granted?Ex. Single sign on, Clever, manual

Who will be using this access? Ex. Staff and/or students

Cost to purchase

Will there be ongoing costs (such as yearly renewals)

If so, please indicate the amount of the ongoing costs with an explanation:

Does program/app/website require parental permission:

Complete Vendor Information:

Vendor Name   **Phone Number**

Sales Representative Name

Vendor IT Department Contact:

Time Zone   **(availability for conference calls)**

URL to product information:

Please include link(s) for product download/installation if available (Apple App Store, Google/Play/Chrome Web Store, and/or Microsoft Store)

Is training available?

If yes, please explain types of training available and the costs:

WCPS Digital Tool Evaluation Rubric

This rubric is to be used by content specialists and supervisors as a tool to evaluate digital tools in WCPS. Digital tools are devices, applications, extensions, and programs selected to support student learning. Please reference the Learn Platform to check to see if there is an application that has the same function of the tool you may be proposing prior to filling out the App Approval Form.

Instructions:
Only evaluate what is applicable for the tool in question on this rubric. If there are any areas of concern on the rubric, please note them on your App Approval Form. Thank you.

Features	Questions to Consider	Applicable Use	Not Applicable Use
Privacy Policy	❏ Does the company or app want student data or records? ❏ Does the company want parent permission? ❏ Do you need to verify account via email? ❏ Is all content retained by the company and cannot be saved or exported?	The tool has a privacy policy that aligns with FERPA, CIPA and COPPA. ❏ Schools retain control of student data and records without any altering of said data and records. ❏ Does not require creation of external accounts or PII (Personally Identifiable Information (for example: full name, address, phone number, etc.)) from user. ❏ Users maintain ownership and copyright of intellectual property/data. ❏ Users can archive, save, import, and export content or activity data if applicable. ❏ If contract, willingness to adhere to everything outlined in the Agreement Addendum.	The tool does not align with FERPA, CIPA and COPPA. ❏ Parents have to provide permission for 13 years and under OR you must be 18 years to create an account. ❏ Collects PII (Personally Identifiable Information (for example: full name, address, phone number, etc.)) for Marketing/Advertising. ❏ Account creation requires an email and verification via email. ❏ Users must sign up with an outside account or create an account. ❏ Users forfeit ownership rights of intellectual property and data. ❏ Content and activity data cannot be archived, saved, or imported/exported.
Accessibility	❏ Does the program or application have other ways for students with disabilities to access the program or app information in order to be successful in the classroom?	❏ The tool meets accessibility guidelines as referenced in W3C WCAG 2.0 standards. ❏ Substitution can be created by the instructor for all learners to access the material. ***Note:*** *The tool may have an accessibility statement listed on the tool's main site.*	❏ The tool fails to meet accessibility guidelines as referenced in W3C WCAG 2.0 standards. ❏ No substitution can be created by the instructor for all learners to access the materials.
Adjustability	❏ Does the program allow for differentiation such as grouping and adjusting such features as fonts and colors?	❏ The tool can be adjusted to different fonts, colors, and groups to allow for teacher differentiation for specific learners and groups.	❏ The tool cannot be adjusted to accommodate specific learners or groups.

Device Design	❏ Will the program or app work on iPads? Chromebooks? ❏ Is the program or application web-based? ❏ Does the application have connections to a web-based interface? (For example, the program Kami has an extension, an application, and web-based interface that all do the same thing.)	❏ The tool can be used on most or all devices in WCPS without any limitations on screen size or device platform.	❏ The tool cannot be used on most or all devices and is limited to one or a small number of devices in WCPS with limitations on screen size or device platform.
Charges and Updates	❏ Is the app free? ❏ Does the app have advertisements or in-app purchases? ❏ Has the app been updated within a year? If not, is it still working as it should?	❏ The tool has no in-app purchases and/or advertising and the tool is free of charge for all educators without any premium packages or trials. ❏ The tool has been updated within the last year and can be used without restrictions on most or all devices.	❏ The tool has in-app purchases and/or advertising and the tool is not free of charge for all educators and has premium packages or trials only. ❏ The tool has not been updated within the last year and cannot be used with most or all devices.
Resources	❏ Is the app or program educationally appropriate? ❏ Does the app or program integrate with WCPS curriculum and state standards? ❏ Is the tool secure and will it work with the WCPS filter so children are protected against inappropriate material?	❏ The tool has educationally appropriate teacher resources such as videos, lesson plans, and materials to help the instructor use the tool to integrate into one's curriculum for student engagement and access to learning. ❏ The tool is secure in terms of allowing and working with WCPS filters so that no inappropriate material can be accessed via chat, Youtube, or embedded videos.	❏ The tool is not educationally appropriate and does not have resources such as videos, lesson plans, and materials to help the instructor use the tool to integrate into one's curriculum for student engagement and access to learning. ❏ The tool has items such as chat, Youtube, or embedded videos that are not restricted and will not use WCPS filters to monitor such material.
Rostering (Verify information with Vendor)	❏ What SSO protocols are supported? ❏ What determines usernames and passwords? ❏ Do you need students or teachers to be rostered? ❏ How will students or teachers gain access? ❏ What data will be stored on the application?	❏ Azure SAML or Google SAML ❏ Is the company asking for full name, partial name? ❏ The vendor has policies for data storage and retention.	❏ LDAP or Federated ❏ Is the company asking for a custom name? ❏ The vendor does not have policies ❏ for data storage and retention.

THE STEERING COMMITTEE AGREES TO MOVE THE IMPLEMENTATION TO THE FOLLOWING STATE

Approval to move forward with Pilot

Post Pilot Evaluation   **Evaluation Date**

Implementation

Yearly Review   **Review Date**

Hold:

Denied (Reason):

Discussion: