Fort Plain Central School District Data Protection Officer 25 High Street Fort Plain, NY 13339 Telephone: (518) 993-4000 ext. 1005 Email: Jessica.sanders@fortplain.org Website: www.fortplain.org	**Online Application Request Procedure**

Online Systems for Individual Buildings/Teaching Staff

Before implementing an online application for instructional use or student data use, staff must submit a request for approval. This request is required regardless of whether protected student data will be used by the application.

Step 1:   NERIC Review

The NERIC team will evaluate the request using the Online Application Request, a sample of the form is provided in Attachment A. The staff member will upload the form to the NERIC team by use of the ticket system. You may find the Online Application Request and a direct link to the ticket system under staff resources on the school website.

How to enter a ticket and upload a file:

1. Use the link titled ServiceNow Help Desk
2. Use the following credentials to login: Username (school email) Password (same as your computer login)
3. Under Self-Service select Create New Incident
   a. Short Description - Online Application Request
   b. More Information - Attached is an Online Application Request for Recommendation
4. To upload your request click on the paperclip in the right hand corner of the page

The NERIC team will review the request to confirm that the request is valid, fits into the District's overall instructional IT system plans, and that no other current system can provide the functionality of the requested system.

The NERIC team will review the legal documentation of the vendor related to student PII.

The Technician who reviewed the request will then forward it to the building listed on the form.

Step 2:   Building Principal/Supervisor Approval

The Building Principal will review the request based on instructional merit and need. If the application is not for instructional use, the request will be reviewed by the staff member's immediate supervisor. The supervisor will review the request and approve based on need.

Step 3:   Financial Approval

If the Online Application includes a contract/subscription fee, it must be approved by the Director of Finance.

Step 4:   Data Protection Officer

The Data Protection Officer will secure the required signed Parent Bill of Rights and Third-Party Agreements defined by Ed Law 2-d. If the application is approved, the Data Protection Officer will make the vendor information available on the school website, as required by law.

Continue to Attachment A

ATTACHMENT A (page 1 of 2)

Employee Name _____ Grade Level _____

Building _____ Program _____

Principal/Supervisor _____

Software Name _____ License Quantity _____

Vendor Providing Software _____ Website URL _____

Reason for Request:

_____

Technician Reviewing _____ Date _____

Data Field to be sent:

Reviewed Terms and Services ☐   Review Privacy Policy ☐

Does software comply with: COPPA ☐   HIPPA ☐   FERPA ☐

   Already own software that performs the same process? [Yes/No]

If yes, what?

NERIC e-Signature: (Manager)   Date:

_____   _____

Forward hard copy or email to building principal/supervisor listed

Building Principal/Supervisor

Approved ☐   Denied ☐

Reason for Denial _____

Authorized Signature _____ Date _____

Print Name _____

Director of Finance

Approved ☐   Denied ☐

Reason for Denial _____

Authorized Signature _____ Date _____

Print Name _____

Data Protection Officer

Third Party Agreement Signed ☐   Parent Bill of Rights Signed ☐

Approved ☐   Denied ☐

Reason for Denial _____

Authorized Signature _____ Date _____

Print Name _____