



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 Software Request

Instructions

Online Software

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 student data will be used by the application.

*******THIS DOES NOT REPLACE THE REQUISITION PROCESS*******

If there is a cost associated with the software application, please complete a requisition.

Step 1: NERIC Recommendation for Approval

The NERIC team will evaluate the request using the Online Software Request Form. **The staff member requesting the software will upload the form to the NERIC team by use of the ticket system.** You may find the Online Software Request Form 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 Software Request
 - b. More Information - Online Software Request for IT Review
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 forward the recommendation for approval to the Data Privacy Officer (DPO). If the request is recommended to be approved, the DPO will submit the request to the Building Principal/Supervisor.

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 Software Request includes a contract/subscription fee, it must be approved by the Director of Finance. Additionally, a requisition or BOCES agreement must be attached to the request.

Step 4: Data Protection Officer

The DPO 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 DPO will make the vendor information available on the school website, as required by law.

For software NOT purchased through BOCES, it can take several months to secure a Data Share Agreement.

Once the Software Request Form has been denied or approved, the DPO will inform those individuals listed on the request.

