



Fort Plain Central School District
Data Protection Officer
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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 form does not need to be completed if the software is available through HFM BOCES. Please contact the school Library Media Specialist for information regarding software availability.

*******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 complete the top portion of the request form, then print or email it to Donnie.herringshaw@fortplain.org.** You may find the Online Software Request Form and under staff resources on the school website.

IT 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.

IT will review the legal documentation of the vendor related to student PII.

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

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

WHAT SOFTWARE HAS BEEN APPROVED?

Go to www.fortplain.org, Featured Links, Data Privacy, Scroll to the bottom-select Software Inventory (if this is a BOCES software or has a share agreement listed-it has been approved).