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

School Year      _____

**Employee Name**    _____     Date    _____

Building             _____     Program    _____

Software Name       _____     Grade Level    _____

Software Website     _____     License Quantity    _____

Vendor Providing     _____     Cost    _____

Reason for Request:

**\*\*NEXT STEP: FORWARD THIS REQUEST TO THE BUILDING INSTRUCTIONAL TECHNOLOGY TEACHER\*\***

**Instructional Technology Teacher** _____     Date _____

Reviewed with Library Media Specialist- Select One:
HFM BOCES Software ☐     Other BOCES _____     Third Party Software ☐

How does this enhance or support student learning?

Already own software that performs the same process? Yes ☐   No ☐   If yes,

what?

Recommendation to Approve: ☐        Recommendation to Deny: ☐

**Network Technician** _____ Date _____

Data Field to be sent:

Reviewed Terms and Services ☐     Review Privacy Policy ☐

Software complies with:     COPPA ☐  HIPPA ☐  FERPA ☐

Already own software that performs the same process? Yes ☐  No ☐  If yes, what?

Recommendation to Approve: ☐     Recommendation to Deny: ☐
List reason for recommendation:

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**Building Administrator/Department Supervisor**

Approve for Data Privacy Officer ☐     Deny, STOP Approval Process ☐

Reason for Denial
☐  Does not enhance or support current curriculum
☐  Other _____
Authorized Signature _____ Date _____

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**Data Protection Officer**

Third Party Agreement Signed     ☐     Parent Bill of Rights     ☐

Approve     ☐     Deny ☐  Reason for Denial: _____

Authorized Signature _____ Date _____