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	**Software Online Subscriptions Hardware** **Request Form**

Select One: Hardware ☐
Software ☐
Online Subscription ☐

School Year _____

Employee Name _____ Date _____

Building _____ Program _____

Software Name _____ Grade Level _____

Software Website _____ License Quantity _____

Vendor Name _____ *Cost _____

*You must complete a requisition if there is an associated 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:

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 _____

Data Protection Officer

Third Party Agreement Signed   ☐   Parent Bill of Rights   ☐

Approve   ☐   Deny ☐ Reason for Denial: _____

Authorized Signature _____   Date _____