

District Protocol for Apps/Services



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

To use apps and/or services with technology in the classroom the following steps are required. It is very important for you stick with the district protocol to insure your safety and the safety of the students.

1. Please look at the Approved Apps List at Learn71.ca to see if the app that you are interested in is already there or if there is an app/service already approved that would suit your needs. If you would like an app/service from the approved list please make a request to the IT Help Desk (IThelpdesk@sd71.bc.ca)
2. If the app/service is not on the Approved App List, fill out the App Vetting Request Form. Please keep in mind the points below.

WHY?

- To ensure the safety of our students , their information and identity. You will want to read the **Terms of Use** and **Privacy Policy**, which is normally found on the developer's website.
- To determine if there a cost related to the use of this app.
- To ensure consistency of apps used throughout the district and avoid duplication.
- To determine what supports are required to use the app/service (ie. Training)
- To verify the app is educationally sound/ inclusive.

WHAT DO WE LOOK FOR?

- Is parental consent needed to use this app?** If so you will need to send home a consent form with each student using this app. Consent form template can be found at learn71.ca. **The fine for not having informed consent on file can be a charge of \$2000-\$5000 to the teacher and up to \$50 000 to the school district!**
- Check to see if the information will be shared with a third party.** If yes, check to see how it is used. It is OK if the information is being used to better their product i.e. it is not given to other parties except those that collaborate in developing that app. If the information is being sold to a third party provider it is NOT permissible to use the app. If you are unsure, please contact us, we are very happy to help.
- Is information from this app going to be stored in the cloud?** If yes, please make sure that the parent has signed the Personal Information Consent Form that was sent out at the beginning of the year regarding sharing information.

The district then does a final review to insure the integrity of the app/service prior to including it on the Approved Apps List.

IF THE APP/SERVICE IS APPROVED FOR USE

1. Get purchase approval from your site administrator.
2. Email the following details to the IT Help Desk ITHelpDesk@sd71.bc.ca:
 - the name and quantity of the app to be purchased
 - the account number (GL account) to be charged
 - the names (id's) of the devices (e.g. 35.iPad.3) that they are to be installed on

Approved Apps List can be found at:

<http://learn71.ca/appinformation/>



Please make sure that students with information being saved outside of Canada have had the Personal Information Consent Form signed by their parent or guardian.

Contact information:

ITHelpdesk@sd71.bc.ca

250-338-1425