

# Greenwich Public Schools

## Digital Toolbox Selection Standard Operating Procedure (SOP)

### Effective Date:

September 1, 2019

### Purpose of this Document

Greenwich Public Schools (GPS) is committed to providing teachers, administrators, staff and students with tools that are used to help achieve the outcomes of the GPS Strategic Plan. This document communicates the district's approach to selecting digital applications and resources.

### Criteria

1. Addresses concerns for student digital safety and compliance with student data privacy laws by having central review of all digital tools
2. Ensures students have equitable access to outstanding digital educational resources
3. Prioritizes professional development needs so teachers can use district-provided resources effectively
4. Creates a structure through which best practices in the use of digital tools can be identified and shared
5. Maximizes the district's investment in digital resources, provides user support as efficiently as possible, and reduces the burden of teachers in implementing each digital resource (e.g., rostering a class of students is most efficiently done by the central office)

### Digital Toolbox Definition

The Digital Toolbox is a list of instructional applications, communication tools, and digital resources consistently used and supported throughout the district. The Digital Toolbox represents the collection of digital tools and resources that are primarily used for instructional purposes. The [Digital Toolbox](#) can be accessed here.

The Digital Toolbox also identifies the digital tools that parents will need to install or allow students to access on their home devices if they opt out of having their child use a device, and if that digital tool is used by a class. In addition, the Digital Toolbox identifies the district-approved digital communication and operational tools that administrators and certified staff are permitted to use.

### How to Request a Digital Tool

Digital Toolbox applications are authorized through a process to identify if the applications that improve the efficiency and/or effectiveness of educational tasks for teachers and instructional outcomes for students, as well as for compliance with State/Federal privacy legislation and technical requirements. The windows to request a digital tool will be twice annually on or about October 1 and April 1 and will be open for approximately thirty days. The specific dates will be communicated via email. Contracts for digital tools and/or databases may only be entered into by the Superintendent or his/her designee. In addition, all purchasing of digital tools and/or databases will be processed through the business office.

The steps of the process are as follows. In order to request a tool please use the form which can be [found here](#) on the Digital Toolbox website. Please communicate any questions or concerns to the appropriate program coordinator.

1. Digital Toolbox Request
  1. Is it free?
  2. Yes → Does it require student account or sign in?
  3. No → Is there money to purchase?
    1. Yes → Does it require student account or sign in?
    2. No → STOP
2. Does it require student account or sign in?
  1. Yes → Do we have a signed privacy agreement?
  2. No → Has it been approved by a program coordinator?
3. Do we have a signed privacy agreement?
  1. No → STOP
  2. Yes → Has it been approved by a program coordinator?
4. Has it been approved by a program coordinator?
  1. Yes → Has IT checked for system requirements?"
  2. No → STOP
5. Has IT checked for system requirements
  1. Yes → Approved
  2. No → STOP

The Program Coordinators collaborate and communicate with each other to review requested digital tools, at which point they will be forwarded to the Chief Academic Officer.

Once we have a signed contract and/or privacy agreement (when applicable), the Chief Academic Officer will then submit the list of digital tools to the Curriculum Council for final review and approval.

The Media Services Coordinator will communicate via email to GPS staff regarding approval status.

### **Student Data Privacy Laws**

Staff should be aware of the legal requirements of all privacy laws, including the Family and Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and Connecticut Public Act 16-189, titled "An Act Concerning Student Data Privacy."

Please note that compliance with [Connecticut State Law Public Act 10-234aa-dd](#) requires enhanced protection of student data. Districts MUST enter into a contract with a contractor or operator (e.g., website) any time that district shares a) student information; b) student records; or c) student-generated content. If there is ANY uncertainty with regard to whether a resource intended for student use meets the requirements of privacy laws, please contact Robert Hibson; Program Coordinator - Media Services.

### **Information Technology (I.T.)**

All digital tools will be determined by IT to adequately protect student data, possess technical compatibility, and adhere to application data security protocols. GPS program coordinators need to be aware of tools being used in their program area to ensure a uniform quality of program resources, answer parent questions, suggest alternative digital tools, and to stay abreast of innovation in the classroom.

### **Applicable Federal and State Laws and District Policies and Procedures**

Please note that this process has been designed to comply with the following federal and state laws and districts policies and procedures:

- [Connecticut Student Data Privacy Act](#)
- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Freedom of Information Act \(FOIA\)](#)
- [Children's Internet Protection Act \(CIPA\)](#)
- [Children's Online Privacy Protection Act \(COPPA\)](#)
- [Greenwich Public Schools Technology Policies and Related Procedures \(EO45\)](#)