

Digital Resource Request Flowchart

School/Teacher wants to use paid resource OR a resource that asks for student information (name, username, etc.)

Contact your school's Instructional Technology Specialist (ITS) to discuss the resource, the privacy policy, and details regarding implementation.

Already approved for use

Not currently approved

ITS assists teacher with implementation of resource.

Complete Digital Request Form

Present resource to the school technology committee. Committee completes request form.

Approved
 Principal reviews

Denied
 Denied
 Denied
 Not able to use with students

Approved
 Send to Instructional Technology Specialist, Teaching & Learning and Technology Supervisor for review

Approved
 Resource can be used with students. ITS assists teacher with implementation of resource.

