

### Instructions for Network Evaluation Form Submission

Please follow the steps below to complete and submit the **Network Evaluation Form** to the CPSB Technology Network Operations Department. The form must be submitted for all new network software being considered for purchase.

1. In an effort to streamline the process of purchasing new network software or equipment, **submit a Tech Help ticket in Incident IQ to start the process** including the name, version and company of the software. Please provide all pertinent information. Any new software purchase must get approval of the Elementary/Middle/High school Director.
2. Once it is determined that a network evaluation form is needed, **the individual** responsible for initiating the purchase of the software/service/equipment **must fill in the school/department information** on the Network Evaluation Form and that individual will then **send it to the vendor/company representative**.
3. The vendor/company representative must supply the technical specifications requested on the form. It is the responsibility of the CPSB employee seeking to purchase the software/services to work with the Vendor/Company representative in completing the form and acquiring all completed documents.
4. **Attach completed Network Evaluation Form to the Tech Help ticket** for review. Please make sure the vendor/company representative name and phone number is included on the form and the form is complete. A CPSB employee's contact
5. If **student Personal Identifiable Information (PII) is to be shared**, the vendor/company must **provide a contract and sign the Privacy Addendum** to verify compliance under Act 837\*. Vendors/companies with questions or concerns regarding the addendum should contact [wilfred.bourne@cpsb.org](mailto:wilfred.bourne@cpsb.org). The CPSB network Dept. will determine if the Privacy Addendum contract needs to be signed.
6. **Send the signed contract and privacy addendum to [tracey.winn@cpsb.org](mailto:tracey.winn@cpsb.org)** or attach it in the Tech Help ticket for review. It must be signed by the vendor/company before sending in for review and to acquire the superintendent's signature.
7. Parental consent is required for all free services and apps that will be used with student PII. **Best to keep data anonymous!**

Once all proper documentation is submitted, the evaluation process may take up to 10 business days to complete upon which the originator will then be notified by [tracey.winn@cpsb.org](mailto:tracey.winn@cpsb.org).

**\*If the vendor/company cannot or will not verify compliance under Act 837, the service cannot be used with student PII without parental consent.**

## Network Software, Server, Device or Service Evaluation Form

Schools or departments seeking to purchase any new software, server, device, or service (technology) that will use the CPSB network or be used on a CPSB device must submit this Evaluation Form to the Technology Network Operations Department to determine network and technical compatibility. **Student personally identifiable information (PII) cannot be shared with external entities unless in compliance with ACT 837 and ACT 677.** To evaluate and approve the purchase, the following information should be provided by the vendor. **The Technology Network Operations Department will evaluate the Network Evaluation Form to determine if the Privacy (PII) Addendum contract needs to be signed.**

### ***To be completed by CPSB school/department:***

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department Contact Person: \_\_\_\_\_

Item(s) to be purchased: \_\_\_\_\_

Will you need rostering? \_\_\_\_ Yes \_\_\_\_ No

If yes, what type of rostering? \_\_\_\_ Automation \_\_\_\_ Manual (entered by hand by teacher/consultant)

Description of vendor/company/service: \_\_\_\_\_

How will this be utilized by the district/school? \_\_\_\_\_

Funds used:  CPSB funds  School activity funds

### ***To be completed by vendor/company:***

**A.** Is this a web application hosted in the cloud? \_\_\_\_ Yes \_\_\_\_ No (If **No**, skip all of **B.1**)

#### **B. Server Information**

1. Will a server be needed for the network application? (If No, go to section <b>C. Workstation Client</b> )	Yes	No	N/A
a. Will the application require a dedicated server?	Yes	No	N/A
b. Will the dedicated server operating system be Windows?	Yes	No	N/A
c. If an existing server will be used, indicate which one here and attach the hardware specs that the server must have to run the application:			
d. Will a multi-year server contract for application support be purchased for the product?	Yes	No	N/A
e. Will the vendor require administrator access to the server to maintain it?	Yes	No	N/A
2. Does the application need local administrative rights to run? <b>If no</b> , please have your company complete and <b>sign the Administrative Rights Assurance page</b> (last page of document).	Yes	No	N/A
3. If a service contract for support is not purchased, please write the name(s) of the CPSB staff that will be responsible for maintaining and troubleshooting any application problems.			

4. Will the application have a database component requiring data entry?	Yes	No	N/A
a. Please write the name(s) of the CPSB staff that will be entering data and maintaining the database.			
5. If user authentication is needed, is the application Microsoft Active Directory, LDAP/Intune/Azure AD compliant?	Yes	No	N/A
6. If the application is not Microsoft Active Directory/LDAP compliant, please write the name(s) of the CPSB staff that will be entering usernames and passwords and maintaining access control database.			

### C. Workstation Client Information

1. Does the workstation require a client be installed to access the application?	Yes	No	N/A
a. Can the client be installed on the workstation by the end user?	Yes	No	N/A
b. Does the client software write to the workstation's registry?	Yes	No	N/A

### D. Workstation Browser Information

1. Does the workstation require a browser to access the application?	Yes	No	N/A
a. List all compatible browsers and versions that are compatible with this application:			
b. Will any browser-plug-ins need to be installed for the application to work?	Yes	No	N/A
c. Can the required browser plug-in be installed by the enduser?	Yes	No	N/A
d. Will JAVA be needed on the browser for the software to work?	Yes	No	N/A
e. If JAVA is needed, will it work on the latest version?	Yes	No	N/A

### E. Workstation Bandwidth Information

1. Will the application be used only on the LAN at a single site?	Yes	No	N/A
2. Will the application be sending data within the district WAN?	Yes	No	N/A
3. Will the application be sending back and forth to the Internet?	Yes	No	N/A
4. If the application will be accessing the Internet, are certain ports required to be open?	Yes	No	N/A
a. If ports are required to be opened, list the ports here:			
5. Enter the approximate number of workstations that will be accessing the application:			
6. Enter the required network bandwidth needed by each workstation for the application:			

### F. Wireless Networking Information

1. Does the application utilize wireless networking? (If No, go to <b>Section G. Staff/Student Info</b> )	Yes	No	N/A
2. Does the server/device have its own wireless access point?	Yes	No	N/A
3. Does the hardware device have built-in wireless capabilities? (If yes, what are the specifications used for wireless?)	Yes	No	N/A
4. Will workstations access the application using wireless technology?	Yes	No	N/A
5. Are there existing, approved CPSB access points in place for workstations?	Yes	No	N/A
6. What are the wireless bandwidth requirements for workstations access the application:			

**G. Staff/Student Information**

1. Will this application require student/staff information for use with the application?	Yes	No	
a. If yes, please list elements needed (i.e. Full name, grade, email, or any other student information):			
b. Will students need to receive email sent from your application using a non CPSB.ORG email account? (If yes, what email domain do we need to add to our White List?)	Yes	No	

**H. Rostering**

1. Does this application support Rostering/SSO	Yes	No	
a. If yes, which do you support?			
1. Azure AD	Yes	No	
2. Blackboard	Yes	No	
3. Canvas	Yes	No	
4. Clever	Yes	No	
5. One Roster / Classlink	Yes	No	
6. Other	Yes	No	
Name/Describe/Comments:			

**I. Single Sign On (SSO) Information**

1. Does this application support SSO?	Yes	No	
a. If yes, which do you support?			
1. Azure AD (This is our preferred option)	Yes	No	
2. Other; describe below.	Yes	No	
Name/Describe/Comments:			

**J. Multi-Factor Authentication (MFA)**

1. Do you support MFA?	Yes	No	
a. If yes, which do you support?			
1. Microsoft	Yes	No	
2. DUO	Yes	No	
3. Other	Yes	No	
Name/Describe/Comments:			

**Application/Device Demonstration Requirement**

If the application/device meets the initial requirements, a working model of the product must be made available to the Technology Department for final testing for compatibility. The applicant and vendor should be ready to provide such resources when requested as part of this process.

**Additional Information**

If the software, server, device or service is not addressed by the questions above or if there is additional information you would like to include, please write information below or attach it to this form.

**Vendor Contact Information**

Vendor Name: \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Website: \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

**FOR QUESTIONS ABOUT THE NETWORK EVALUATION FORM, PLEASE CONTACT THE CSPB TECHNOLOGY OPERATIONS AND SUPPORT AT (337) 217-4100 ext. 1007 TO REACH OUR NETWORK COMPLIANCE SPECIALIST.**

## ADMINISTRATIVE RIGHTS ASSURANCE

Due to targeted ransomware attacks on education in the state of Louisiana, the Louisiana State Department of Education (LDOE) has strongly recommended that educational institutions not grant administrative rights to users for security measures. Since Calcasieu Parish School Board (CPSB) has adopted this recommendation, CPSB restricts products and software that require administrative rights for general use. Because of this security measure, \_\_\_\_\_(vendor name), states that \_\_\_\_\_(application) does **NOT** require administrative rights in the implementation and use of its product/software.

\_\_\_\_\_  
Clearly Print Vendor Name

\_\_\_\_\_  
Authorized Representative Signature of Vendor

\_\_\_\_\_  
Authorized Representative Name (Print)

\_\_\_\_\_  
Authorized Representative Title (Print)

\_\_\_\_\_  
Date