



Process for Digital Resource, Platform, Google App/Extension Review

- Complete the form below and obtain your principal's signature.
- **Email the completed form to Dr. Josh Carter, Tina Faust, and Melony Surret.**

Online Resources

- Once curriculum and technology review the request, if it is deemed approvable, Melony Surret will send the Data Privacy Agreement to the company contact listed on the form.
- **The request is not approved for use until Ms. Surret has a signed Data Privacy Agreement in place and the Terms of Service/Terms of Use are reviewed and approved by City Legal.**
- The review team will notify you when/if the request is approved.

Google Apps/Extensions

- Once curriculum and technology review the request, if it is deemed approvable, Tina Faust will work with technology to enable the app/extension for the requested user(s).
- The review team will notify you when/if the request is approved.

Digital Resource or Platform Review Form

Digital Resource Name i.e. Online Resource, Google App/Extensions	
Website URL Terms/Conditions URL *paid resources only	
Google App/Extension URL * make note if it's for student use or only teacher user	
Company Contact	
Primary Purpose of Resource/Platform	
Subject(s)	
Requested By	
Schools Served	
Cost	
Funding Source	
What rostering method is required?	
Duplication: What does the requested platform offer that our other resources are missing?	

Review Approval

Principal

___ Approved ___ Not Approved

Signature:

Curriculum

___ Approved ___ Not Approved

Notes:

Technology

___ Approved ___ Not Approved

Notes
