

West Bonner County School District No. 83

WEBSITE / STUDENT EMAIL EVALUATION CHECKLIST

3575 F

Complete and submit this form in order to request that a website that is blocked by our content filter be unblocked; or to request that the domain of an entity outside the West Bonner School District be whitelisted for email communication with students.

Teacher/Department: _____

Website URL: _____

Domain to Whitelist for Email: _____

Things to consider:

1. Will the unblock/whitelist compromise student safety or jeopardize their Personally Identifiable Information (PII) in any way?
2. Is there a way to accomplish the same learning objective off-line? I.e., can the teacher order disks or download material to disseminate via their own internal email or google classroom?
3. Does the request violate any of the requirements outlined in district policy 3575?
 - a. Requirement that the vendor agree to comply with all applicable state and federal law;
 - b. Requirement that the vendor have in place administrative security, physical security, and logical security controls to protect from a databreach or unauthorized data disclosure;
 - c. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
 - d. Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
 - e. Requirement for data destruction and an associated timeframe;
 - f. Penalties for non-compliance with the above provisions.
4. Is the site a file-sharing site? File-sharing sites are not safe for the network and will not be unblocked for teachers or students.
5. Would use of the students' personal email be more appropriate? For example, the SAT site recommends students use their own personal email so that they have access after their school account is shut down.

If any of the answers are "yes" the request will be denied.

Why are you requesting access? Explain:

Our number one priority is student safety and the protection of a student’s PII.

APPROVAL

Building Supervisor _____

Technology Director _____

Superintendent/School Board _____

Cross Reference: 3570 – 3570P Student Records

Policy History:

Adopted on: March 16th, 2022

Revised on: