

Memorandum

To: All Staff

From: Dr. Candice L. Coppock, Executive Director of Information Technology

Date: March 3, 2026

Re: Implementation of New Technology Approval Process

The Office of Information Technology is implementing a new Technology Approval Process, which replaces the former DRAPE process. This updated process is designed to strengthen cybersecurity, improve oversight of instructional and operational technology resources, and ensure compliance with district and state requirements. This new process will also be more efficient as outlined below for teachers and staff by reducing the time required to submit requests and minimizing delays caused by incomplete documentation.

Key Changes

DRAPE will retire effective **Wednesday, March 11, 2026**.

The Technology Approval Process will officially replace DRAPE and no longer requires a submission window. Technology requests may be submitted at any time; however, all required documentation must be complete for a submission to be reviewed.

There will be an appeal process for items that are denied.

Mandatory Training and System Access (DRS_EDMS – Softdocs)

All staff who submit or approve technology requests are required to complete mandatory training to receive or retain access to DRS_EDMS (Softdocs).

- **Training is required for all submitters and all approvers.**
- **Access will be revoked for all users**, including those who previously had access.
- Access to DRS_EDMS (Softdocs) will be restored **only after training is completed**.

This requirement ensures consistent understanding of the Technology Approval Process, documentation standards, and compliance responsibilities.

Training information can be found by viewing the [Technology Approval Process Mandatory Training Spring 2026](#) document.

Vendor Documentation Memo

Staff will be provided with a Technology Approval Process Vendor Memo that may be shared directly with vendors. This memo clearly outlines:

- Required items that must be included with every submission.
- Optional items that may be included when applicable.



All vendor documentation must be submitted through the Technology Approval Process in the DRS_EDMS (Softdocs). Incomplete submissions will delay review and approval.

Approval Required for All Technology Resources

In accordance with School Board Policy IJKA – Technology Resources Selection and Adoption, all technology resources must be approved, including:

- Free resources
- Paid resources
- All Software, applications, platforms, and digital services
- Hardware not on the [Approved Hardware](#) list

No technology resource may be used, piloted, or purchased without prior approval through the Technology Approval Process.

This process also supports compliance with State SAFE K-12 cybersecurity requirements, helping to protect student data, staff data, and district systems from cybersecurity risks.

Appeal Process

A new appeal process allows staff to request reconsideration of a denied technology submission.

Coming Soon: Amendment Process

A new amendment process allows expired or outdated quotes and agreements to be updated when requisitions are ready to be entered.

Why This Matters

Technology approval is not a formality—it is a critical safeguard. Proper review ensures that all technology resources:

- Meet cybersecurity and data privacy standards.
- Align with instructional and operational goals.
- Comply with district policy and state requirements.
- Protect students, staff, and the district.
- Ensure resources function within our environment.
- Ensure compliance with procurement requirements and procedures.

Next Steps

- Register for one of the Mandatory training sessions (applicable staff only).
- Review the Technology Approval Process materials when distributed.
- Use the provided vendor memo for all technology-related requests.

Thank you for your cooperation and commitment to maintaining a secure, compliant, and effective technology environment for our schools.

For questions, please contact our team at R1techapproval@richlandone.org.

