Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4625

Software Approval

Purpose and Philosophy

The Cache County School District Board of Education recognizes that protecting staff and student data is essential to maintaining a safe, secure, and productive digital learning environment. The Board is committed to ensuring that every software request undergoes a comprehensive review to meet strict security and privacy standards. In alignment with state and federal requirements, all software submissions must strictly comply with key district policies and applicable legal regulations.

This policy establishes the framework for software review, data protection, and administrative compliance. To that end, the board directs the superintendent and district administration to establish detailed evaluation and approval procedures that restrict student and employee data exclusively to essential, approved systems that support the district's core mission, while reserving the right to deny any solution that does not align with instructional standards or the best interests of the district.

Software Evaluation and Approval

The superintendent or designee shall ensure that every software request undergoes a comprehensive review to verify compliance with strict security, privacy, and instructional standards. The district reserves the right to deny any software solution that does not align with district instructional standards or the district's best interests, regardless of technical compliance.

Policy and Regulator Compliance

Each submission shall be evaluated for compliance with key district policies, including the Data Governance and Information Technology Security Policy and the Technology Acceptable Use Policy. All software requests must strictly adhere to applicable regulations, including USBE Administrative Rules, Utah state statutes, and FERPA.

Data Protection and Confinement

District administrative procedures shall ensure that student and employee data is confined only to essential, approved systems that directly support the district's core mission.

Legal References:

United States Code: Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99

Approved by Board of Education: October 15, 2026