



SD72 Procedure for Apps/Services

School District 72 (Campbell River) is committed to providing our students and teachers with access to learning resources and tools that will help develop the skills students will need in our increasingly digital world. As teachers work to integrate technology rich learning opportunities in the classroom, School District 72 provides student access to various online platforms.

Through the use of these online platforms, students are able to engage in collaborative and personalized learning, as well as access online file storage to be used for educational purposes.

To ensure the safety of SD72 staff and students, any application or online service employed in the district must be vetted in order to ensure they meet the required guidelines for use in the educational environment. ([OP 140 District Technology and Acceptable Use 15.0 Applications and Online Services](#))

Please refer to the steps below BEFORE completing the online app vetting form.

1. Look at the [Approved Apps List](#) at in the portal to see if the app that you are interested in is already there or if there is an app/service already approved that would suit your needs. If you would like an app/service from the approved list to be installed on devices, please make a request to the IT Help Desk.
2. If the app/service is not on the Approved App List, fill out the [App Vetting Request Form](#). Please keep in mind the points below.

WHY?

- To ensure the safety of our students, their information and identity. You will want to read the **Terms of Use** and **Privacy Policy**, which is normally found at the very bottom developer's website homepage.
- To determine if there a cost related to the use of this app. Please keep in mind that apps must be installed on ALL of the school devices. Single installations are not permitted. *In the case of an iPad, "in app purchases" is not an acceptable installation capability.*
- To ensure consistency of apps used throughout the district and avoid duplication.
- To determine what supports are required to use the app/service (ie. Training)
- To verify the app is educationally sound/ inclusive and aligns with our district's [Strategic Goals](#).

WHAT DO WE LOOK FOR?

- Does the app require student **Personally Identifiable Information (PII)**?
- What is the **EULA** – if under 13 – CANNOT be used for elementary or middle school students.
- **Where is the information stored?** If it is outside of Canada, consent will be needed if any PII is required for use.



- **Is parental consent needed to use this app?** If so, you will need to send home a consent form with each student using this app. Online Platform Consent form can be found at [HERE](#).
The fine for not having informed consent on file can be a charge of \$2000-\$5000 to the teacher and up to \$50 000 to the school district!
- **Check to see if the information will be shared with a third party.** If yes, check to see how it is used. It is OK if the information is being used to better their product (i.e. it is not given to other parties except those that collaborate in developing that app.) **If the information is being sold to a third-party provider it is NOT permissible to use the app.**

WHAT DO YOU NEED TO DO BEFORE REQUESTING APP?

1. Get purchase approval from your site administrator. This will include the account code that will be charged-back if a cost is incurred.
2. Determine the name (id) and number of the devices the app/service will be installed on.
3. Do your due diligence to ensure the app you are requesting is educationally sound and safe for student use.
(EULA AND FIPPA requirements)

When you have completed the App Request Form, the district then does a final review to ensure the integrity of the app/service prior to including it on the Approved Apps List.

If it is approved, a help desk ticket will be submitted if needed for installation on the devices and an email will be sent advising the teacher of best practice use to ensure student safety.