

Escambia County School District Digital Resource Requirements

The Escambia County School District has a process to review and approve all software used by students or containing student information. Staff who are requesting review of a software product (one that has not been reviewed or reviewed previously and denied) should involve all of the following participants in the discussion.

- The principal or department head should identify the budget for the request and approve for the request to be processed.
- The District department head (data leader) or subject matter expert should be consulted to determine if they will approve the software if it meets minimum technical requirements.
- The vendor must agree to [Attachment A Information Technology Requirements](#).

Once approved by the appropriate District department head, a school principal or District department head should authorize a requisition to be entered into Skyward. Once the Procurement Department has a requisition, they will begin writing an agreement with the vendor. Once an agreement with the vendor has been reached, Procurement will issue a PO. At that point, the school or department should enter an IT Service Desk ticket asking for appropriate assistance with getting the software setup.

Information for Vendors

The District has an absolute requirement for a supported method of login and rostering. Supported methods of login are Clever SSO (not saved passwords), Google login, or SAML 2.0, or LTI v1.3. Supported methods of rostering are through Clever or OneRoster API. The rostering requirement may be waived if login shares all data necessary for the product to be fully functional (there is no need to identify users until login) or students are able to join a teacher's class by entering a teacher supplied code in the product. Products that are unable to accommodate one of these methods will not meet minimum technical requirements and will not be considered further.

Occasionally, we see products that are installed on a device (a Mac or Windows computer for example) that do not require login and rostering. If that is the case, the minimum requirements for installing the software on a device must be provided to be evaluated. The document provided should clearly indicate that no login or rostering is required for the software to be fully functional (not minimally functional).

The District does not typically purchase resources that make use of Flash. If a product does make use of Flash, this should be noted on the survey and will likely result in the product not being approved.

The District expects all software to function on all devices. When this is not the case, this should be noted. The District expects all software to function on the District's network without filter or firewall configuration changes. If the product has filter or firewall requirements, these must be documented.

The District uses the national privacy agreement from the Student Data Privacy Consortium. This agreement has a Schedule of Data and Directive for Disposition of Data. The information for these documents is collected at the same time as the technical requirements. Please see other agreements that you may have in place for assistance with these sections.

Data that is collected by the vendor's product(s) through use of the product(s) should be noted on the Schedule of Data. The District does not generally share Assessment, Attendance, Conduct, Parent/Guardian Contact Information, Parent/Guardian ID, Parent/Guardian Name, Transcript, or Transportation data elements. The District primarily shares data through Clever, OneRoster API, and OneRoster CSV. Data shared through Clever will be limited to some Enrollment, Schedule, some Student Contact Information, some Student Identifiers, and Student Name.

The District's preference on the Directive for Disposition of Data is for complete disposition by destruction or deletion of data within 60 days of termination of agreement.