Fall Mountain Regional School District
App/Online Tools - Reviewing Terms of Service and Privacy Agreements

Checklist

Grade levels to use tool: ___Elementary   ____Intermediate ___Middle   ___High School

	Yes	No
1. Account required		
1a. If account is required, does the tool protect personally-identifiable information?		
2. Age Requirement		
3. Protects Intellectual Property		
4. Privacy Settings Available		
5. Accesses Geo-location		
6. Publishes or shares Geo-location		
7. Contains Advertisements		
8. Posts relevant (or related) content		

1. Does the service require an account (username and password) to use?
Some tools require every user to register and login to access the tool

If **YES**, determine whether terms protect PII.

Elementary/Intermediate Students	Age requirement will most likely be 13 or older
Middle School Students	OK if service protects PII (Personally identifiable information)
High School Students	OK if service protects PII (Personally identifiable information)
Staff	Up to the staff person

If **NO**:
If an app or digital requires no account, and does not require the user to click "OK" to a user agreement, then the tool is most likely OK to use.

1a. Does the terms of service state that they will not share or sell any personally identifiable information or student data with any other party? What PII is collected by the tool? Online App/Tools that require PII other than student name and email address (to create the account) are generally not approved for use.

2. Age Requirement to Use Service
Some terms of service will say something like the following:
example 1:
"Important—if you are under the age of 18, you must have your parent or guardian read the agreement below and agree to it for you. If you don't get your parent or guardian to read and agree to this, you don't have permission to use this site. Always get an adult's permission before going online."
example 2:
"You must be 13 years of age or older to be a User of the Services. By continuing to use the Services, you are warranting that you are at least 13 years old and you have the authority to enter into these Terms of Service."

In order for the tool to be used by students, they must meet the age requirements. For Apps/Online Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the App/Online tool as an agent and approve on behalf of parents.

3. Does the tool respect the intellectual property of users?
Do users retain all rights over the content that they post with the service? Does the service provider reserve rights to redistribute or sell user content? As you review the app, consider the intellectual property, who will be posting content, and what type of content. It is not OK to use if intellectual property of the user is not preserved.

4. Does the tool allow the user to set privacy settings?
Is the content that is created using the tool shared publicly on the web or is it defaulted to private? Staff must check the status of the Permission to Publish for their students in PowerSchool. Student work cannot be posted publicly if a parent selected "No".

5. Does the service access user location (geo-location)?
Some terms of service will say something like the following:
When possible we attempt to capture your geographic location when you sign up for your account, sync with our tool or make other interactions with the service.
If a tool uses your location but has no user account to use the tool (use is anonymous), then it is OK to use.

Elementary/Intermediate	OK to use if at school and no login; otherwise no

Students	
Middle School Students	OK to use
High School Students	OK to use
Staff	OK to use

For Apps/Online Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the App/Online tool as an agent and approve on behalf of parents.

Does the service publish or share user location?
If a tool uses your location but has no user account to use the tool (use is anonymous), then it is OK to use.
Some terms of service will say something like the following:
For purposes of these Terms of Use, the term "Content" includes, without limitation, any location information, [...] and interactive features generated, provided, or otherwise made accessible by this tool on or through the Service.

Elementary/Intermediate Students	No
Middle School Students	Yes, if shared only with the specified user group
High School Students	Yes, if shared only with the specified user group
Staff	OK to use

For Apps/Online Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the App/Online tool as an agent and approve on behalf of parents.

6. Does the service include advertisements?
Some tools will have a sidebar in which they have advertisements and links to other products, sites, or services.

Elementary Students	No
Middle School Students	OK if ads are educational services only
High School Students	OK if ads are educational services only
Staff	Up to the staff person; if they will be projecting to class, look for tool that has only education service type ads

For Apps/Online Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the App/Online tool as an agent and approve on behalf of parents, especially if the ads are for educational services only.

If the online tool allows behaviorally targeted advertising (based on data about students or tracking a student across the web), then the tool is NEVER acceptable to use.

7. Does the tool post "relevant" content?
Some tools or services will post links to content that they host that they deem relevant or related. If so, this content must be scrutinized carefully for appropriateness.