



The following guidelines offer a basic overview of the specifications and requirements we have for software vendors to be compatible with our devices, networks, and systems in the Madison Metropolitan School District.

Questions for MMSD Staff before contracting with a vendor:

1. Is the software tool being used on a broad-scale basis / district-wide?

- a. If NO, please work with your sponsoring department or school that will manage and implement the tool themselves. *Please know that tools used on a small scale will NOT be compatible with Classlink/SSO, automatic rostering of students to teachers, account provision, or any other tech support in-house by MMSD Tech Services. These tools are used “at your own risk”.*
- b. If YES, please proceed to question 2.

2. Have you reviewed the [MMSD Digital Resource Request for Approval](#) process?

- a. If NO, visit that page to...
 - i. see if your tool is already approved,
 - ii. find other approved resources that may meet your need, or
 - iii. submit your [request for approval](#) to adopt a new software tool. This Google Form is for internal use with MMSD staff only.
- b. If YES, stand by for a reply from Technical Services once we have reviewed the content and technical specs of your tool. New software requests are processed on a quarterly basis.
- c. Remember, this is REQUIRED if you are requesting integration with Classlink/SSO, automatic rostering of students to teachers, account provision, or any other tech support in-house by MMSD Tech Services.

Requirements for Software Vendors:

Please initial each item to indicate compatibility. Not all items are necessarily required, but a tool is much more likely to integrate with our systems if all these requirements are met. These requirements are subject to change without notice.

Software Title:

Vendor Rep Contact Name:

Vendor Rep Email:

<u>REQUIREMENTS</u>	<u>INITIALS</u>
Operating Systems - Supported hardware includes Windows and Chrome OS only.	
Classlink for Rostering - Compatibility with data files in the OneRoster format*, either through sFTP, or through the ClassLink REST API.	
Classlink for SSO - Authentication via LTI, SAML 2.0, or OAuth 2.0	
Web/Cloud-Based Hosting - Software tools should be web/cloud-based whenever possible and avoid intensive load on device hard disk storage.	
Data Security & Privacy - Software vendors must adhere to our district standards for data security and privacy , as well as any other district policies related to sharing student information. Please provide your Data Privacy Agreement.	
One URL for All MMSD Schools - Software vendors should have one easily accessible URL for schools to login. Avoid separate URLs for each individual school.	
Accessibility - Software tools should adhere to the U.S. Department of Education's Office for Civil Rights guidelines for digital accessibility , in order to accommodate the needs of students and staff with disabilities.	
Tech Support - Software vendors should be available to provide prompt technical support, preferably with a direct line for MMSD Technical Services to reach them, and engage in video conferencing as needed. At a minimum, vendors provide one email and phone number for us to reach a technician directly during normal business hours.	

**OneRoster format requirements: The file format MUST be in comma-separated values format (CSV) for the OneRoster profile. Each field will be separated by commas and line breaks between each row. Double quotes MUST be used with a field that contains a comma.*