Approved Supplemental Instructional Technology Programs Process

[Approved List]

[Approval Process]

[Forms]

Approved List

Here is a current list on our district website - **Approved Instructional Technology Programs**

Approval Process

The following is the process OrangeUSD is using to have Curriculum-Based Software approved. If it is Non Curriculum Based Software (ie. Kahoot, EdPuzzle, etc) Then follow steps 1-5:

1. School Sites finds a supplemental curriculum you would like to use (ie. Lexia).
2. School Site contacts the company for pricing and curriculum information.
3. School Site fills out the Approved Supplemental Technology Form (ASTF Form).
4. School Site downloads the privacy agreement from the SDPC Resource Registry website. If a privacy agreement does not exist then the school site will have to ask the software company if they will agree to sign one.*
5. School Site Sends the electronic version of ASTF Form and privacy agreement to Technology Services.
6. Coordinator Educational Technology designates time at Ed Services meeting for presentation of software.
7. Schools Sites creates short presentation on software at Ed Services meetings.
8. Ed Services determines if it can be utilized as supplemental material.
9. Technology Services places approved software on the **Approved Instructional Technology Programs** Spreadsheet for reference by the district.

Forms

The following are forms you may need to follow when purchasing approved software within the district.

- *Student Privacy Agreements
    - All software purchased needs a privacy agreement. You can utilize other districts' privacy agreements if needed. This database shows which districts in the state have which software agreements on file - https://sdpc.a4l.org/view_alliance.php?state=CA
    - You would need an exhibit E if it hasn't been signed yet. Contact purchasing or IT to find out if an Exhibit E is on file at the district. That is Page 17 on this document - https://sdpc.a4l.org/agreements/CA_NDPA_V1.pdf
- Contract Signatures
    - Your Office Administrator will need to get a signature request form moving through Informed K-12 for your contract. Your PO can be a part of this.
- Parent Notification
    - Make sure you notify your parents which software you are using in the classroom. Here is a document that can be used - https://docs.google.com/document/d/16dKmmvXxPPz-vfjzG_LgGw8fzuio4zV7XqoBrIApB5A/edit
- Data Integration
    - If you need data integration, such as student accounts into your software, you will need to talk with IT for those steps after these documents are in place.