

# Provo City School District

## Policy Series: 4000 Curriculum, Instruction, and Assessment



4020 P4

### Approval of Apps/Website/Technology Tools

1. To ensure the effective integration of educational technology and resources, all products including apps, websites requiring a student login, and other technology tools must undergo a comprehensive approval process. This process verifies compliance with district standards for data privacy, curriculum relevance, and technology compatibility, as outlined below. For a visual representation of the following approval steps, refer to [Technology Approval Flow](#).

a. **Submission of Product:** A teacher or administrator submits a product for approval.

An Innovative Learning Specialist checks that the submission is valid, confirming it comes from a teacher or administrator and that an account number is provided.

b. **School Administrator Approval:** The product must be approved by the school administrator.

c. **Data Privacy Coordinator Review:** The Data Privacy Coordinator uses a checklist to assess the product's compliance with data privacy standards.

i. **If Not Approved:** The Software Asset Manager updates the platform to indicate the reason for disapproval and communicates this to the teacher or principal.

ii. **If Approved:** The process continues to evaluate the nature of the product.

d. **Curriculum Product Determination:** The Innovative Learning Specialist determines whether the product is a curriculum-related item.

i. **If Not a Curriculum Product:** The request moves to the Technology Specialist for further evaluation.

e. **Technology Specialist Review:** The Technology Specialist uses a checklist to review the product.

i. **If Not Approved:** The Software Asset Manager updates the platform with reasons for disapproval and communicates this to the teacher or principal.

ii. **If Approved:** The Software Asset Manager updates the platform to reflect the approval and informs the teacher and principal.

f. **Curriculum Approval:** If the product is identified as curriculum-related, it is directed

to

the Curriculum Specialist(s) for approval using a specific checklist.

i. **If Not Approved:** The Software Asset Manager updates the platform with the reason for disapproval and communicates this to the teacher or principal.

ii. **If Approved:** The Technology Specialist conducts a review using a specific checklist to evaluate the product's technology approval.

1. **If Not Approved:** Again, the Software Asset Manager updates the platform and communicates with the teacher or principal.

2. **If Approved:** The Software Asset Manager finalizes the approval by updating the platform and informing the teacher and principal.

## 2. **Temporary Approval of Current Products**

a. Previously approved products will remain valid for the 2024-2025 school year. However, each will undergo a vetting process as outlined in the App Approval Flow to secure final approval for the 2025-2026 school year.

## 3. **Submission Process**

a. The Platform/App/Website/Tech Tool Approval Submission Form is designed for submitting platforms, apps, websites, or other technology tools for consideration. Completing this form will initiate a thorough review process involving multiple departments and committees to verify that the proposed tool aligns with our educational goals, standards, and state law. The approval process may take a minimum of 30 days to complete. [Technology Tool Approval Submission Form](#)

i. Only licensed educators are eligible to submit requests. Paraeducators and other school staff must coordinate with their building principal to initiate the submission process.