

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.