

Digital Resource Request

Renewal or continued use of any software or subscription that has not been reviewed and approved shall be suspended.

iPad app requests should continue to be submitted via the appropriate help desk ticket. This form is applicable to requests for standalone (locally installed) or web-based/Internet accessed software and subscriptions.

** Indicates required question*

1. Email *

Requester Data

2. Person completing this request *

Deployment Type: Global or Limited

A globally deployed resource is available to all users within a site group, such as all K-5 buildings, or all users within a discipline, such as PE teachers.

A limited deployment will either be a pilot to a specific group or targeted usage to meet a specific need (such as a specific assistive technology deployment).

3. Deployment Type *

Mark only one oval.

Global

Limited

4. Building(s) for which request is being made (check all that apply): *

Check all that apply.

- Pearson Early Learning Center
- Eagle Creek
- Jackson
- Red Oak
- Sun Path
- Sweeney
- East
- West
- High School
- Tokata
- Shakopee Online
- Other: _____

5. Grade level(s) for which request is applicable (check all that apply): *

Check all that apply.

- Early Childhood
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- Other: _____

6. Department or Specialty Area for which request is applicable:

7. Is this a staff-only resource?

Mark only one oval.

Yes

No

Software or Subscription Basic Information

8. Software or Site Name: *

9. Software or site website address: *

10. Resource cost estimate:

11. Attach any price quotes or related documentation if available

Files submitted:

Software or Subscription Usage Information

Purpose Narrative Framework - Responses below should attempt to categorize the resource as described below and address the related questions.

Core curriculum

* Software online textbook that constitutes a portion of the core curriculum for a subject or course (examples: Amplify science, HMH physics, biology, chemistry). These requests should come from articulation or LT&E staff.

Supplemental curriculum (examples: IXL, Learning A-Z)

* What specific content areas are being supplemented?

* How does this resource differ from our existing resources?

* Note that resources that supplant or replace existing curriculum are less likely to be considered or approved.

Content delivery (examples: SmartSuite, Google Apps) - tends to more teacher-directed.

Content creation (examples: GarageBand, CorelDraw) - tends to be more student-focused.

Assessment - tool generally used for formative or summative assessment (examples: Quizizz, gimkit)

Testing - tool generally used for a normed or high stakes test (examples: FAST, MCA).

Artificial Intelligence (AI) - tool that explicitly leverages an AI model or engine, for example to interpret information, to analyze data, to suggest revisions or improvements, to modify input to meet suggested criteria, and so forth.

12. How would you categorize the resource given the criteria described above? *

Check all that apply.

Core curriculum

Supplemental curriculum

Content delivery

Content creation

Assessment

Testing

Artificial Intelligence

Other: _____

13. Purpose Narrative Response *

14. How does the requested service benefit students; or what are some ways in which students would use it? *

15. Is there an assessment or data tracking component to the service, and if so, how is data collected, analyzed, and used? *

Software or Subscription Technical & Data Sharing Information

Technology will do additional assessment on these items; the purpose of this section is to ensure that any technical red flags can be identified prior to a request. If you don't know the answer to a question, skip it. The digital resource must meet the district's data privacy standards in order to be considered.

16. Please provide a link to the software or subscription Privacy Policy:

17. Please provide a link to the software or subscription Terms of Service:

18. Is the resource:

Mark only one oval.

- Locally installed software (such as many Adobe products)
- Web-based software (such as Canvas or IXL)
- Web-based but accessible via an app (such as BrainPop)
- Other: _____

User Account/Login Narratives: Provide any information on account management and logins, such as if the resource uses Google, Clever, or Microsoft account integration (If not sure, please indicate “unsure” in response). A link to any relevant documentation is also acceptable.

19. How do users log in?

20. If users have individual accounts - such as using their school email address - what data is collected or shared?

Form Completed

Thank you for completing this request. The next step in the process is review by the appropriate administrative PLC. Technology will follow-up on the disposition of the request and to collect any additional information needed to make a decision.

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