

Process for Software Approval - SAU 39

The following is our internal process for approving software for use.

1. Teacher or building leader completes a [Google Form](#) to request the use of a software program.
2. Assistant Superintendent reviews request considering the following criteria:
 - a. Is it an appropriate tool to meet the outlined purpose or need?
 - b. Is it developmentally appropriate for the requested grade level(s)?
 - c. Does the tool align to our curriculum?
 - d. Does the tool have a fee associated with it and have we budgeted for the tool?
 - e. If personally identifiable information is collected, does the vendor have a NH Data Privacy agreement with SDPC? What methods are available for rostering?
3. Technology Director reviews the request considering the following criteria:
 - a. Is it an appropriate tool to meet the outlined purpose or need?
 - b. Is the software compatible with our systems?
4. Assistant Superintendent informs the requester if software is approved or denied.
5. If approved, the Assistant Superintendent requests a data privacy agreement through SDPC and includes grade levels and content areas that will use the tool in request.
6. After a privacy policy is in place:
 - a. Purchase tool if there is a fee.
 - b. Set up rostering if needed. If not, set up icon in Clever for direct access to tool.
 - c. Support with professional development if needed.