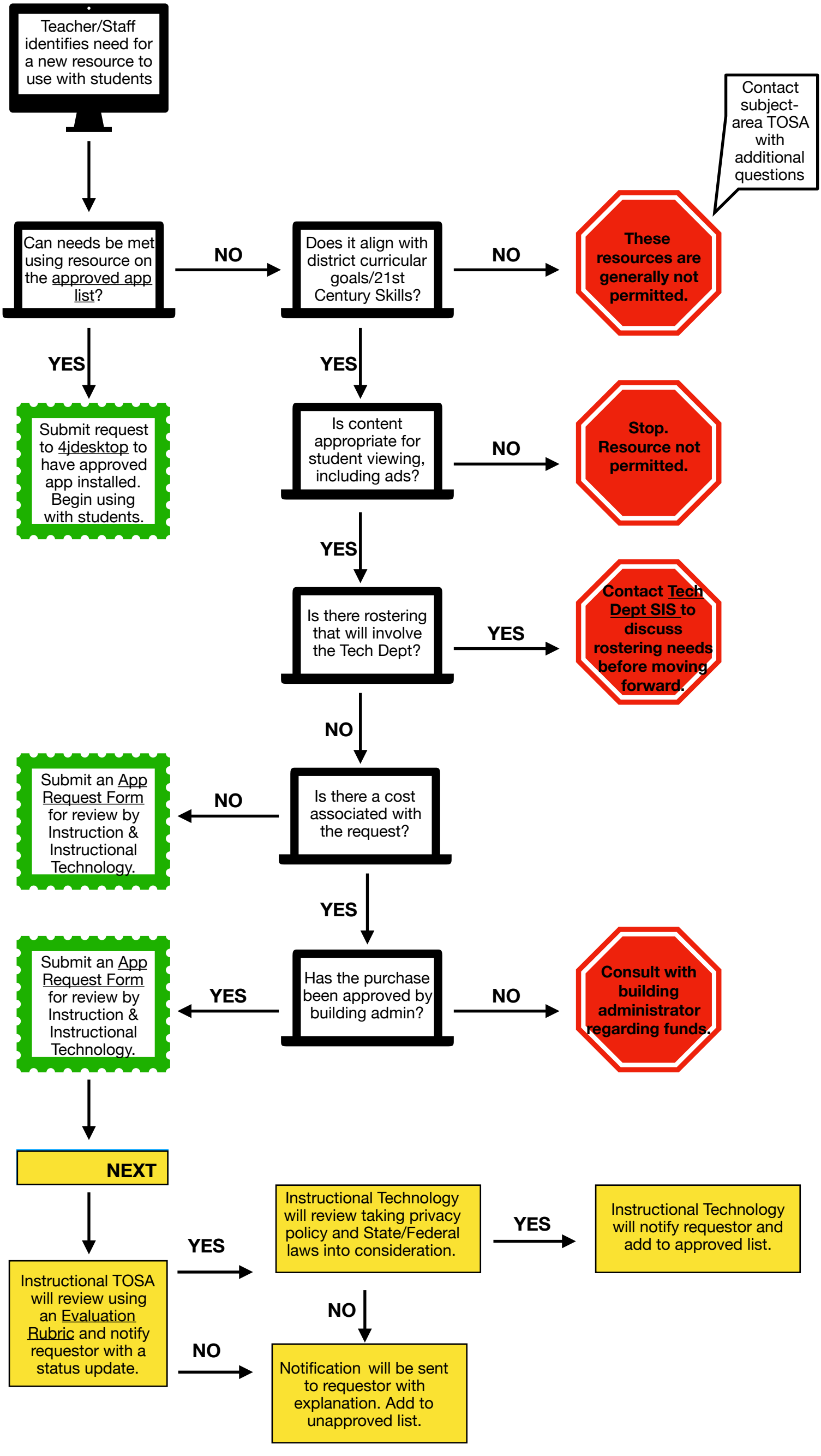
Teacher/Staff identifies need for a new resource to use with students
Can needs be met using resource on the approved app list?
NO
Does it align with district curricular goals/21st Century Skills?
NO
These resources are generally not permitted.
Contact subject-area TOSA with additional questions
YES
Submit request to 4jdesktop to have approved app installed. Begin using with students.
YES
Is content appropriate for student viewing, including ads?
NO
Stop. Resource not permitted.
YES
Is there rostering that will involve the Tech Dept?
YES
Contact Tech Dept SIS to discuss rostering needs before moving forward.
NO
Is there a cost associated with the request?
NO
Submit an App Request Form for review by Instruction & Instructional Technology.
YES
Has the purchase been approved by building admin?
YES
Submit an App Request Form for review by Instruction & Instructional Technology.
NO
Consult with building administrator regarding funds.
NEXT
Instructional TOSA will review using an Evaluation Rubric and notify requestor with a status update.
YES
Instructional Technology will review taking privacy policy and State/Federal laws into consideration.
YES
Instructional Technology will notify requestor and add to approved list.
NO
NO
Notification will be sent to requestor with explanation. Add to unapproved list.