



iPad App Request Process

"There's an app for that!" Yes, there probably is but before we get app happy let's make sure it's exactly what we're looking for.

To make sure you are requesting a *quality* app, follow the steps below:

1. Download the app from the App Store and take some time to examine it yourself on your teacher device with your personal account.
2. Ask yourself the following questions as you test out the app:
 - a. What concepts do I want my students to learn?
 - b. What skills do I want my students to practice?
 - c. What are the needs of my students and will this app help meet them?
 - d. Are accessibility features like speak-selection or voiceover available within the app?
 - e. Will this app be able to be used for future lessons?
 - f. Is there already an app available that serves the same purpose?
 - g. Does this app align with learning best practices?
 - h. Is the content appropriate for students?
 - i. Is the app ad-free?
 - j. Are there in-app purchases advertised within the app?
 - k. Does the app have good ratings?
 - l. Does the app load quickly and run smoothly?
 - m. Can the content created within the app be exported or shared easily?
 - n. Can a student exit the app at anytime without losing progress?
3. After reflecting on the questions above, do you think this app will enhance teaching and learning? If so, request the app by completing [THIS FORM](#).

****Requests will be reviewed once per month so please plan accordingly and be timely with your submissions.*

I've requested an app, now what?

1. The building-level tech team, inclusive of principal and ILA, will meet and review the requests once a month (timeframe within the month will be determined by building).
2. Once reviewed, the ILA will email the staff member that made the request to provide them with an update.
3. If approved, the ILA will put in a tech ticket for the app to be added to the App Portal.
 - Teacher will be cc'd on the tech ticket.
4. Once the app is available in the App Portal, the technology department will inform the staff member that made the original request.