



Epping School District (SAU 14) Applications and Tools Review Form

Checklist: Grade levels that will use the tool:

- Elementary
- Intermediate
- Middle
- High School

	Yes	No
1. Account required?		
1a. If required: does the tool protect Personally Identifiable Information (PII)?		
2. Age Requirement?		
3. Protects Intellectual Property?		
4. Privacy Settings Available?		
5.. Accesses Geo-location?		
6. Publishes or shares Geo-location?		
7. Contains Advertisements?		
8. Posts relevant (or related) content?		

1. Does the Application or Tool require an account (username and password) to use?

Some Applications or Tools require every user to register and login to gain access.

If **YES**, determine whether the Terms of Service protect PII.

Elementary/Intermediate Students	Age requirement will most likely be 13 or older
Middle School Students	OK if service protects PII
High School Students	OK if service protects PII
Staff	Up to the staff person

If **NO**: If an Online Application or Tool does not require an account and does not require the user to click “OK” to a user agreement, then the tool is most likely OK to use.



1a. Do the Terms of Service state that PII will not be shared or sold to any other party? What PII is collected by the Application or Tool? Online Applications or Tools that require PII other than the student name and email address (to create the account) are generally not approved for use.

2. Age Requirement to Use Service

Some Terms of Service will state something like the following:

Example 1:

“Important—if you are under the age of 18, you must have your parent or guardian read the agreement below and agree to it for you. If you don’t get your parent or guardian to read and agree to this, you do not have permission to use this site. Always get an adult’s permission before going online.”

Example 2:

“You must be 13 years of age or older to be a User of the Services. By continuing to use the Services, you are warranting that you are at least 13 years old and you have the authority to enter into these Terms of Service.”

For the Application or Tool to be used by students, the intended students must meet the age requirements. For Applications or Tools that are intended to be used on a widespread basis, the District may decide that it is appropriate to ask for parental permission or approve the use of the Application or Tool as an agent and approve on behalf of parents.

3. Does the Application or Tool respect the intellectual property of users?

Do users retain all rights over the content that they create or post within the service? Does the service provider reserve the right to redistribute or sell user content? As you review the Application or Tool, consider the intellectual property, who will be posting the content, and the type of content. It is not OK to use if the intellectual property of the user is not preserved.

4. Does the Application or Tool allow the user to set privacy settings?

Is the content that is created by using the Application or Tool shared publicly on the web or is it kept private by default? Staff must check the status of the Permission to Publish for their students in PowerSchool. Student work cannot be posted publicly if a parent has selected “No”.

5. Does the Application or Tool access user location (geo-location)?

Some Terms of Service will state something like the following:

When possible, we attempt to capture your geographic location when you sign up for your account, sync with our tool, or make other interactions with the service.

If an Application or Tool uses your location but does not require a user account (use is anonymous), then it is most likely OK to use.

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Elementary/Intermediate Students	OK to use if at school and no login; otherwise NO
Middle School Students	OK to use
High School Students	OK to use
Staff	OK to use

For Applications or Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the Application or Tool as an agent and approve on behalf of parents.

6. Does the Application or Tool publish or share user location?

If an Application or Tool uses your location but has no user account requirement to use the tool (use is anonymous), then it is OK to use.

Some Terms of Service will state something like the following:

For purposes of these Terms of Use, the term "Content" includes, without limitation, any location information, [...] and interactive features generated, provided, or otherwise made accessible by this tool on or through the Service.

Elementary/Intermediate Students	No
Middle School Students	Yes, if shared only with the specified user group
High School Students	Yes, if shared only with the specified user group
Staff	OK to use

For Applications or Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the Application or Tool as an agent and approve on behalf of parents.

7. Does the Application or Tool include advertisements?

Some tools will have a sidebar in which they have advertisements and links to other products, sites, or services.

Elementary Students	No
Middle School Students	OK if ads are educational services only
High School Students	OK if ads are educational services only
Staff	Up to the staff person; if they will be projecting to class, look for a tool that has only education service type advertisements



For Applications or Tools that are to be used on a widespread basis, the district may decide that it is appropriate to ask for parental permission or approve the use of the Application or Tool as an agent and approve on behalf of parents, especially if the advertisements are for educational services only.

If the Application or Tool allows behaviorally targeted advertisements (based on data about students or tracking a student across the web), then the tool is NEVER acceptable to use.

8. Does the Application or Tool post “relevant” content?

Some Applications or Tools will post links to their own hosted content, that they deem to be relevant or related. If so, this content must be scrutinized for appropriateness.

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