



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
SOFTWARE LICENSE SUBSCRIPTIONS / WEB TOOL APPLICATION (Cloud-Based)

The District is required to protect students from accessing inappropriate content. Before completing this form, check the Approved Software and Web Tools list to see if the product is already listed. If not, complete this form to request access, examine the Software / Web Tool, including but not limited to, Terms and Conditions, Privacy Policy, external links and advertisements.

APPLICATION INFORMATION Date Submitted _____

Section #1 - To Be Completed by Teacher/Staff Member Requesting Software/Web Tool

Requestor's Name:		School/Department:		Phone Ext:
Product Name:		Manufacturer's Name:		Web Tool URL:
Describe the Intended Use of Product:				Subject Material:
				Is This a Pilot? <input type="checkbox"/> Yes <input type="checkbox"/> No
				Pilot Length: _____ days
Indicate Type of Product Below: <input type="checkbox"/> Software (Reside on District Computer or Server) <input type="checkbox"/> Web Tool (Cloud Based application) <input type="checkbox"/> Mobile Application <input type="checkbox"/> Other _____				Date Pilot Expires:
				Cost of Pilot:
<u>Grade Level Targeted:</u> <input type="checkbox"/> PreK-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> K-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> K-12 <input type="checkbox"/> Adult	Number of Students / Users Using the Program at Any Given Time?	<u>Intended Use Time:</u> <input type="checkbox"/> Before School <input type="checkbox"/> During School <input type="checkbox"/> After School <input type="checkbox"/> 24 x 7 x 365 <input type="checkbox"/> Home Use <input type="checkbox"/> Office Use <input type="checkbox"/> _____	Who Will Be Using This Product? <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Teachers <input type="checkbox"/> Administrators <input type="checkbox"/> Support Staff <input type="checkbox"/> All of the above	<u>List Costs Below:</u> \$_____ Per Student/User \$_____ Per Teacher \$_____ Per Computer Station \$_____ Per Site / School
Will This Be Replacing an Existing Software/Web Tool Product Currently in Use in the District? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Which One? _____				
Will This Support or Be Used With an Existing Software/Web Tool Program? Explain How It Will Be Used.				
What Does This Software/Web Tool Offer that Current Programs Don't Have?				
Will Student Information (Data) Be Entered? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, What Data:		Will There Be One (1) Log-In? (Teacher) <input type="checkbox"/> Yes <input type="checkbox"/> No		Individual Student Log-ins Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Is the Use of District Naming Conventions Permitted, if Student Names are Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sales Representative's Name		Phone Number:		Email Address:

Section #2 - To Be Completed by School/Department Administrator

Administrator's Name:		Administrator's Signature		Is School/Department Funding Software/Web Tool if Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Will this Software/ Web Tool Be Available to Other Teachers / Staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	Program Implementation Will Require additional Hardware: <input type="checkbox"/> Server, <input type="checkbox"/> Computers, <input type="checkbox"/> Tablets Other _____	<u>Quantities needed:</u> Server _____ Computers _____ Tablets _____ Other _____	Purchase of Additional Hardware is Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Available From: <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Grant <input type="checkbox"/> Internal Funds <input type="checkbox"/> Other _____				
If Grant Money is Used, What is the Grant Deadline?				

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Section #3 - To Be Completed by the Software/Web Tool Vendor & Reviewed by Technology Division

If Student Information/Data Is Collected, Where Is It Stored?	I Have Confirmed Costs Listed in Section 1 <input type="checkbox"/> Yes <input type="checkbox"/> No
How Long Is Student Information Stored?	<u>Provide Additional Cost Information Below:</u>
Can the Student Data Be Deleted or Downloaded to the District Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Cost for Support Materials <input type="checkbox"/> Yes <input type="checkbox"/> No Pricing for Support Materials \$_____/ each
What Security Measures are in Place?	Multi-site Discounts Available? <input type="checkbox"/> Yes <input type="checkbox"/> No List Below or Provide Price Sheet Showing Discount Levels and All Costs Associated with Use.
Bandwidth Requirements?	\$_____ Multiple Sites _____ (list #) \$_____ District-wide
URL's that Need to Be White Listed	\$_____ Training (if applicable) \$_____ Annual Maintenance & Support \$_____ Other _____
Is Your Product "One Roster" Compliant? <input type="checkbox"/> Yes <input type="checkbox"/> No	District-wide Multiple Year Discount Available? <input type="checkbox"/> Yes <input type="checkbox"/> No
IS Representative Signature:	IT Representative Signature:
Comment(s):	

Section #4 - To Be Completed by Curriculum & Instruction Department

Reviewed by Curriculum & Instruction Dept.? <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> All the Above	Will This Be in Addition to or Replacing an Existing Software / Web Tool Currently in Use within the District? <input type="checkbox"/> Addition <input type="checkbox"/> Replacing, List Current Software/Web Tool _____	Who in Curriculum was Assigned to Review this Software / Web Tool Request? Name _____ Title _____
Describe Intended Use of the Product. How Will it Be Utilized in the Classroom?		
Will Be Considered for More Than One School? <input type="checkbox"/> Yes <input type="checkbox"/> No		Approved by Curriculum for Submittal to the Software / Web Tool Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Administrator's Signature		
Comments:		

Section #5 - To Be Completed by Records Department

Has the Privacy Policy been Reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compliant with FERPA (Family Educational Rights & Privacy Act)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Compliant with CIPA (Children's Internet Protection Act)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed by	Signature

Section #6 - To Be Completed by Purchasing Department

Have the Terms and Conditions been reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is a contract required for this Software/Web tool? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible Due to Dollar Amount or if Utilized District Wide.	
Is Student Information Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is Student Progress Tracked? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any Exceptions to Standard Terms and Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
What Other Areas Need to Be Addressed in the Contract, If Any?		
Reviewed by	Signature	Administrator's Signature