Web-Based Tools Approval Tree for Schools

Start Here

Is there a current program purchased at the District level that meets your needs? — **YES** → Use existing tool or review flow chart for submitting an evaluation request

NO ↓

Is it blocked by the filter when teachers are logged on? — **YES** → **After a request was sent to Website Request is it unblocked?** — **NO** → Do Not Use

(After a request... **YES** →)

NO ↓

Is it free? (Not just a trial version) — **NO** → Submit an Evaluation Form

YES ↓

Does it require a download? — **YES** → Submit an Evaluation Form

NO ↓

Is it blocked by the filter when students are logged in? — **NO** → **Are student accounts required for this tool?**

YES ↓

After a request to Website Request, is it unblocked? — **YES** → Are student accounts required for this tool? — **NO** → Teacher Use Only

Are student accounts required for this tool? — **NO** → Students May Use (No personally identifiable information should be shared about or by students) — **YES** → Determine what information is necessary for creation of student accounts

Determine what information is necessary for creation of student accounts:
- Student accounts do not require any PII or directory information → Students May Use (No personally identifiable information should be shared about or by students)
- Student accounts require only directory information or directory information with non-PII → Students May Use with Caution — Student accounts may not be created if their parents have opted out of sharing directory information.
- Student accounts require PII beyond directory information → Students May NOT Use

---

In order to follow national and state privacy guidelines for protecting students, all software programs that have the potential for collecting Personally Identifiable Information (PII) must be reviewed. Programs that collect information other than District approved Directory Information may or may not be allowed for use.

Definition of Directory Information can be found in Board Policy JO

Use LPS provided usernames and passwords if creating student accounts.

Liberty PUBLIC SCHOOLS

Modified with permission from Baltimore County Public Schools, Baltimore, Maryland