



# Palos Verdes Peninsula Unified School District Educational Services

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## *Instructional Software Proposal Form* *submit to Educational Services* (Revised 12/2/15)

### **Assembly Bill (AB) 1584 - Student Privacy Law**

Existing law prohibits a school district from permitting access to pupil records to any person without parental consent or without a judicial order, except to specified persons under certain circumstances, including to a contractor or consultant with a legitimate educational interest who has a formal written agreement or contract with the school district regarding the provision of outsourced institutional services or functions by the contractor or consultant.

*This bill authorizes* [JB1] a local educational agency, as defined, pursuant to a policy adopted by its governing board or governing body, as appropriate, to enter into a contract with a 3rd party, as defined, to provide services for the digital storage, management, and retrieval of pupil records, as defined, or to provide digital educational software, or both. The bill requires the contract to include specified provisions, including a statement that the pupil records continue to be the property of and under the control of the local educational agency, a description of the actions the 3rd party will take to ensure the security and confidentiality of pupil records, and a description of how the local educational agency and the 3rd party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act. The bill requires that a contract that fails to comply with the requirements of this bill be rendered void if certain conditions are not *satisfied* [JB2].

As a result, instructional software proposal forms must be submitted to Educational Services for any software product that **requires students to log-in and enter any Personally Identifiable Information (PII)**.

Name of person submitting request: \_\_\_\_\_

Location (school, office, department): \_\_\_\_\_

Name of Software: \_\_\_\_\_

Vendor: \_\_\_\_\_

Account Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Address: \_\_\_\_\_

### **Indicate, in the left column, the category that the intended software represents.**

	<ul style="list-style-type: none"> <li>New software products that you would like to purchase</li> </ul>
	<ul style="list-style-type: none"> <li>Existing software that requires renewal</li> </ul>
	<ul style="list-style-type: none"> <li>Applications that require students to log-in [JB3] and enter PII</li> </ul>
	<ul style="list-style-type: none"> <li>There are no programs already Board Approved that would provide the same educational support <i>(Please refer to the most recent approved list posted on PVPUD website)</i></li> </ul>

**Indicate the Governance Structure Goals the software supports.**

- The LCAP and Board goals are located on the District website.

Governance Structure	Identified Goal	State the Actual Goal
Board Goals		
LCAP Goals		
Single Plan For Student Achievement (SPSA) Goals		

**Please include the following information**

It is important to be as descriptive as possible. This comprehensive information is appreciated as it will be used to develop the Board Agenda Item that will be presented to the Board of Education for their approval.

**Background Information**

How many students will be serviced and in what grade levels will the software be used?

What student populations will be served with this software?  
( EL, Special Education, RTI/Intervention, GATE, General Education, Other)

Targeted Instructional Program.

**Current Considerations**

Purpose, goal, or expected outcome that you want to accomplish with the use of the software.

Detailed description or attributes of the software - what the software does and how it will be used.

How did you learn about this program or how long have you been using this program?

Intended impact on increasing student achievement.

Reasoning behind why you chose this software program.

<b>Budget Information &amp; Vendor Quotation</b>	
<b>Funding source for the software purchase</b>	
<b>Computer licenses needed</b>	<b>(One per computer)</b>
Number of Licenses needed	
Cost per License	
Total Cost of Purchase	
** Please include the vendor quote for each purchase	

<b>Instructional Software Proposal Check List</b>	
	<b>Completed Proposal</b> - Be as descriptive as possible, include all relevant information.
	<b>Licensing Agreement/Privacy Policy</b> - Please download this information from the vendor website
	<b>Quote from the vendor</b> - The quote should contain the number of licenses needed and total cost.
	<b>Copy of Budget Transfer</b> - Please indicate the budget code and record of transfer of funds.
	<b>Site Council Minutes</b> - If you are using LCFF funds then include the School Site Council Meeting Minutes indicating that the funding allocation was approved.
<p><b>Please note:</b> For all approved software <b>proposals</b> there is a <b>required end-of-year evaluation process</b> of that software with regard to the overall effect that the product has on increasing student achievement levels, enhancing the instructional environment, and assisting with the delivery of curriculum.</p> <ul style="list-style-type: none"> <li>• The software evaluation form is located on the District website under “Forms”</li> <li>• The evaluation forms should be submitted to Educational Services by <b>April 30<sup>th</sup></b> with the indication of the assessed need for this software to be approved for the following school year. [JB4]</li> <li>• If the software is needed for the following school year, the renewal process will need to be initiated in <b>May</b>.</li> </ul>	