Vancouver Public Schools

Digital Resource Request Process

**Level 1 resources include:** Data Privacy compliant building or department level sponsored to include financing, training, problem solving user end issues, periodic terms of agreement checks to ensure continued data privacy compliance, other**. No supports beyond building or department level required.** No curricular components. Examples: Flipgrid, Remind, Class Creator.

**Level 2 resources include:** Data privacy compliant or noncompliant sponsored curriculum or activities based resources (including core or supplemental curriculum), financed by building, program, or department, pilot resources, other. May require support for use at the district/ITS level (integration, rostering, professional development etc).

**\*NOTES:**

* If a Level 1 resource expands beyond the original location ask then it automatically becomes a Level 2 resource request necessitating a Level 2 review.
* A building principal must sponsor any request originating from a building.
* DAT (Digital Advisory Team) meets quarterly, is a cross-departmental team, and makes the recommendation to move a request forward to the DIT (Digital Integration Team) for assurances of interoperability with our digital systems. DIT is comprised of a team of technical leads who cross walk the vendor information and infrastructure and support requirements to make recommendations of needed ITSA support for implementation. DIT shares findings with the DAT for final approval or denial of use.
* On-line form for submission of sponsored requests for resources: http://bit.ly/DATForm

**Digital Integration Team Review**

**APPROVAL OR DENIAL OF USE**

MEMO OF UNDERSTANDING

**Sponsored Resource**

**Digital Advisory Team Discussion**

(Includes Sponsor)

**Level 1**

**(No)**

or

**Level 2**

**Level 1**

**(Yes)**

**Data Privacy Compliance Review**