Criteria for Vetting Online Services and Applications

Service Name:	
Service Website:	
Status: *Approved or Not Approved*	
Important notes/cautions to be shared with teachers and/or students:	

Process	Date Completed
Teacher(s) makes request	
Campus Ed Tech Coordinator = Talks with requesting teacher ● What are the teaching and learning goals? ● What does the service/application offer that current services/applications do not?	
Campus Ed Tech Coordinator = Completes first review ● Duplicate this sheet. Fill in information. Note questions and/or concerns.	
Director of Ed Tech ● Completes second review ● Talks with Campus Ed Tech Coordinator ● Consults with Director of Technology (as needed)	
If approved, service/application is added to list of approved service/application	

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GENERAL INFO

Who is requesting to use it?	
Who will use it? *Grade level*	
Cost? Who will pay?	
Does the service provide contact information?	

REVIEW CHECKLIST

Terms of Service (TOS) URL =
Privacy Policy (PP) URL =

MKA believes that… *TOS, PP or website should include language that addresses items below*	Criteria Met *Add comments, questions, or concerns as needed*	Criteria NOT Met *Add comments, questions, or concerns as needed*
Privacy		
Services should NOT sell user information.		
Services should share user information, content, and data only to the extent needed to operate the service.		

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Services should NOT provide targeted advertising to users. *Ideal: No advertisements are shown, particularly with younger students.*		
Services should NOT collect personal information on students below age 13. *COPPA compliant*		
Security		
Services should take reasonable and industry-standard security precautions to protect users' personal information (including login credentials) and content. *Ideal: TOS identifies physical, administrative, and technological approaches*		
Content Ownership		
Users should own and maintain copyright of their content.		
Users should be able to get their data out of the system. *If not, how problematic is it given the data?*		

Account Creation and Management	Notes
Are student accounts required? *If not, do students use the site anonymously, perhaps with a teacher code?*	
Who creates student accounts? *Student, teacher, or school*	
Authentication Requirements… Can students "sign in with Google"? LDAP?	
Who sets and resets users' passwords? *Student, teacher, or school*	
Who manages student accounts? *Student, teacher, or school*	
Is there a minimum age requirement? *If so, what is it?*	
Is parental permission required for account creation?	
Can accounts and user data be deleted upon request?	
Is user content public or private? *Can non-MKA people view it?* *Can we set public vs. private?*	

SUPPLEMENTAL REVIEW

Check:
- ATLIS EdTech Resource Center
- Google "[service name] privacy concerns" or similar
- Common Sense Education
- Common Sense Education - Privacy Evaluations
- Net-Aware.org (though it focuses mainly on social media and has a small library of reviewed items)

Has the service signed any pledges or received any certifications (e.g.,...
- Student Privacy Pledge
- EU-US Privacy Shield Framework
- Does ATLIS have a certification??
- Others?

FERPA Compliance??? Something that we can look into more later.

Anything else that's important to note about this service?

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