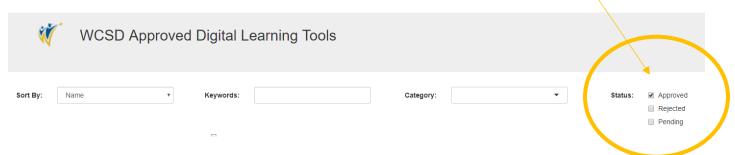
Policy for using Apps/Online tools

Follow these steps:

- 1. Create a list as a department of which tools you and your teachers use.
- 2. Compare the list with the currently approved tools: https://contractreview/
- 3. For any tools that aren't approved, check to see if they are pending approval or have been rejected.

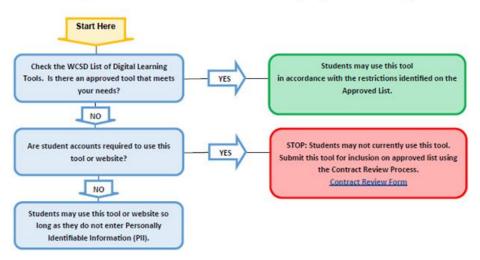


4. Check the flowchart below to ensure that the tool requires approval. Many tools can be used

without

approval:

Ensuring Students are Safe When Using Digital Learning Tools



5. If the tool has not been rejected and is not pending approval, and it needs approval, submit a "contract review form".

