

Evaluating Instructional Software

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| Name of Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Evaluated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Levels Supported \_\_\_\_\_\_\_ Subject Area (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Software Must Meet These Criteria** | **Y/N** | **Comments** |
| Aligns with student learning goals and state standards and provides clear learning objectives. If so, please show evidence in *Comments*. |  |  |
| Does the district currently have software that will provide for the intended need? If so, explain the purpose for this request. |  |  |
| Improves student development in a manner that is consistent with the school’s mission, vision and initiatives |  |  |
| Accommodates learner differences, i.e. includes features such as text to speech, available in native language, the font may be enlarged |  |  |
| Is this Software a Free/Trial version, or a Paid Full version? |  |  |
| **Additional Criteria** | **Y/N** | **Comments** |
| Culturally and linguistically responsive |  |  |
| Interface is user-friendly allowing students and teachers to navigate with ease |  |  |
| Provides an individualized path for learning at the students’ zone of proximal development |  |  |
| Provides timely and specific feedback to help students construct new and/or deeper meaning |  |  |
| Students are inspired to practice responsible citizenship and contribute both ethically and intellectually to a digital world |  |  |
| Promotes authentic, real-world learning experiences with experts in the field |  |  |
| Supports the exchange of ideas, collaboration and group work |  |  |
| Requires students to apply varying levels of thinking skills ranging from remembering to creating (Bloom’s Digital Taxonomy) |  |  |
| Analytics provide formative and summative reports that assist with goal setting and communication with students, parents, and staff |  |  |



Technical Evaluation of Software

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| Name of Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Software Must Meet These Criteria** | **Y/N** | **Comments** |
| Will this software work with the platform topography of the current instructional hardware solutions?  Eg. Windows software that doesn’t work with the student Chromebooks |  |  |
| Will this software have an implementation process that doesn’t require a significant change to the current network or systems currently in place? |  |  |
| Will the installation of the software have no contraindications with other programs or systems currently in the district? |  |  |
| Will this program have an interface that is actively used by the district?  Eg. Using a program that requires Internet Explorer or FireFox to run |  |  |
| **Additional Criteria** | **Y/N** | **Comments** |
| Will this software be supported actively by the vendor/Regional Information Center? |  |  |
| Will updates to the software be managed by the vendor or technology team in an automated way? |  |  |
| Is there documentation on implementation and troubleshooting from the vendor? |  |  |



Data Privacy and Security Evaluation

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| Name of Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Third-Party Vendors Must Meet These Criteria** | **Y/N** | **Comments** |
| Adopts technologies, safeguards, and practices that align with the NIST Cybersecurity Framework |  |  |
| Complies with the data security and privacy policy of the educational agency with whom it contracts; Education Law § 2-d; and this part |  |  |
| Limits internal access to personally identifiable information to only those employees or sub-contractors that need access to provide the contracted services |  |  |
| Does not use the personally identifiable information for any purpose not explicitly authorized in its contract |  |  |
| Does not disclose any personally identifiable information to any other party without the prior written consent of the parent or eligible student d linguistically responsive |  |  |
| Maintains reasonable administrative, technical and physical safeguards to protect the security, confidentiality, and integrity of personally identifiable information in its custody |  |  |
| Uses encryption to protect personally identifiable information in its custody while in motion or at rest |  |  |
| Does not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so |  |  |
| Assures that shared data will be maintained in accordance with federal and state law |  |  |