



AP I7 Approval of Software and Apps

Legislative References: *Freedom of Information and Protection of Privacy Act (FOIPPA)* section 69

Policy Reference: None

Collective Agreement References: None

Date: Revised October 19, 2023

Purpose

In accordance with [Section 69](#) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), public bodies are required to protect privacy, including privacy issues arising from use of software and applications “Apps”.

Scope & Responsibility

All Staff of the District are expected to be aware of and follow this Practice prior to the installation and collection of personal information required to engage with software or an App.

All school-based software, prior to purchase, must be assessed for compatibility, redundancy, educational/business merit, and privacy compliance.

Processes

1. Request for new software or apps must be made by completing the online [The Digital Resource Request Form](#). The individual requesting the new software/app must complete the form themselves.
 - 1.1. The individual may request provisional access to the new app or software to adequately evaluate its educational merit and functionality prior to proceeding with the digital resource request process.
2. The Digital Resource Request Team will assess each request for operational and privacy impact. The team may deny requests where equivalent or more appropriate applications have already been approved for use. The Team may comprise the Information Technology Manager, the District Technology Teacher, the Privacy Officer, a Principal/Vice-Principal representative, and a member of the district information technology team.
3. The Digital Resource Approval Team will inform the applicant whether or not their request for new software/app has been approved for use.



Board of Education of School District No. 64 Administrative Practices

4. The Information Technology Manager and/or Privacy Officer will maintain and make available a list of approved apps/software.
5. All staff will follow the processes outlined in the District Information Technology Access and Security Practice for the purchase and installation of approved software/apps. The flowchart below details the steps for request and approval.

New Software or App Request/Approval Flowchart

