![Waterloo Region District School Board logo] Waterloo Region District School Board

Administrative Procedure 4115

ONLINE EDUCATIONAL AND BUSINESS TOOLS

Responsibility:	Superintendent, Student Achievement & Well-Being Senior Manager, Information Technology Services
Legal References:	Broader Public Sector Accountability Act Municipal Freedom of Information & Protection of Privacy Act
Related References:	Broader Public Sector (BPS) Procurement Directive
Revisions:	May 2021
Reviewed:	May 2021

1. Preamble

The following procedure outlines the processes relating to the prioritization, procurement, implementation and evaluation of online tools. It is recognized that there are a variety of tools that may be used for educational and business purposes. It is understood that the Waterloo Region District School Board (WRDSB) will meet pedagogical, privacy, security, and procurement standards when determining which online educational tools will be endorsed. It is also recognized that employees of the WRDSB will adhere to using approved online tools to ensure the safety, privacy and security of students and staff. Priority for review, selection and implementation will be given to applications with the potential to be used widely by staff and students.

2. All Online Educational tools must align with the [WRDSB Guidelines for Using Online Educational Tools](#)

3. All business related online tools must align with appropriate legislative and procedural expectations.

4. Superintendents may instigate an online tool request using the following process.

5. Planning for Submission - Step #1 ([Submission Working Document](#))
   5.1. Business units within the WRDSB will develop a departmental process for prioritizing the selection of online educational tools for consideration. This work should address the following:
   - General Information
   - WRDSB System Impact
   - Alignment with the WRDSB Strategic Plan
   - Procurement Considerations
   - Pedagogical Assessment
   - Privacy Considerations
   - IT Considerations
   - Implementation/Support Plan
   - Evaluation of Use

5.2. All submissions will be completed by the Superintendent of the business unit/school.

5.3. All submissions will include the appropriate funding source.

5.4. Requests for approval and acquisition of online educational tools may be submitted to the administrative assistant of the Superintendent with ITS responsibilities.
- Multiple submissions by a department will need to include a ranked priority of various tools.

5.5. Applications will be considered after the following dates of each school year:
- October 30
- January 30
- March 30
- May 31

5.6. The Superintendent of ITS will review all submissions for thoroughness prior to moving the submission forward to the Selection Committee.

6. Selection Committee

6.1. Members of the WRDSB Online Educational Tools Selection Committee will include:
- Superintendent with responsibility for ITS
- Manager of Procurement Services
- Privacy Officer
- Senior Manager of ITS
- School-Based Administrative Representation (Elem and Secondary)
- Elementary and Secondary IT consultants in advisory capacity only (not decision making)

6.2. The Business Unit Superintendent, or designate, making the submission will also be included in the selection process.

7. Evaluation Stage #1

7.1. The Selection Committee will evaluate each submission based on the following criteria:
- General Information
- WRDSB System Impact
- Alignment with the WRDSB Strategic Plan
- Procurement Considerations
- Pedagogical Assessment
- Privacy Considerations
- IT Considerations
- Implementation/Support Plan
- Evaluation of Use

7.2. The Selection Committee will reach one of the following outcomes:
- Return the submission to the responsible Superintendent requesting additional information;
- Deny the request and provide rationale to the responsible Superintendent; or
- Pass the submission to Stage #2 Evaluation, which will include a security review and a privacy review.

7.3. Any applications recommended by a third party process (ie/OECM) would be evaluated using the above criteria and board need. These applications would require Stage #2 Evaluation.

7.4. Any applications vetted through the ECNO Privacy and Security process would be evaluated using the above criteria and prioritized board need. These applications may not require Stage #2 Evaluation but will still require a funding assessment.

7.5. The selection committee will prioritize submissions moving to Stage #2.

8. Evaluation Stage #2

8.1. The Privacy Officer will conduct a Privacy Review of all Stage #1 online tools that have passed the review process and report back to the Selection Committee.
- The Privacy Review will include:
  o Check with ECNO to see if tool is being reviewed
  o Request and review privacy impact assessment from vendor
  o A review of the privacy policy
  o A review of the terms of services
  o A review of WRDSB security standards documents completed by the company
  o A deep dive into the application to ensure that the privacy policy is true to what the application is collecting/using and disclosing with regards to personal information
  o Pursue any needed clarifications with the vendor

8.2. The Senior Manager of ITS will conduct a Security Review of the online tool and report back to the Selection Committee.
- The Security Review will involve checking with ICT to see if tool is being reviewed.

9. Final Selection

9.1. Upon receipt of the Privacy Review and the Security Review, the Selection Committee will reach one of the following outcomes:
- Deny the request and provide rationale to the responsible Superintendent; or
- Pass the submission.

9.2. The Superintendent with responsibility for ITS will inform the appropriate Superintendent of the outcome of the process.

9.3. The Superintendent with responsibility for ITS will provide regular updates to the Data Strategy team regarding proposed and approved online tool requests.

9.4. The appropriate Superintendent will follow WRDSB Procurement Procedures to procure the online tool.

9.5. Once approved and procured, the online tool will be added to the WRDSB Guidelines for Using Online Educational Tools.