

NOTE: It might take several weeks for a new resource to be approved if the District has to reach out to the vendor to execute a Data Privacy Agreement. We will get them answered as quickly as possible, but please please please PLAN AHEAD to avoid potential interruption of your lesson plans.

Identifying Digital Resources for Use in the Classroom

BEFORE you introduce a new digital resource into your classroom, you need to see if we have added that resource to our “Metadata Dictionary.”

The metadata dictionary is a list, published to the public, that indicates what digital resources have been approved for use in the classroom. Having a resource approved indicates that the District has certified (and the vendor in cases where personal information might be obtained) that student data has been adequately protected. It also allows interested parents and community members to celebrate the amazing resources our District has curated for the benefit of our students.

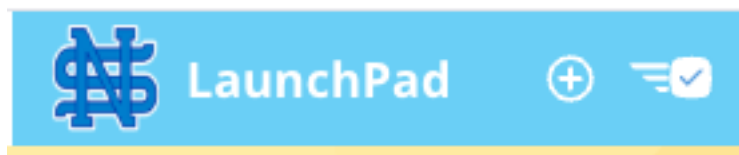
Please note that we are required, by law, to maintain this dictionary. Any resource that is being utilized in the classroom that is NOT on the dictionary will be blocked for student devices.

CHECK EXISTING APPLICATION BEFORE YOU REQUEST A NEW ONE! Click on our existing [Product list](#) to see if your product has already been vetted.

If you find the resource AND it indicates that it has been Approved for Use – double check that your grade is included in that approval and then send an e-mail to helpdesk@nsanpete.org for any requests to have apps pushed or rostered to your students. If the app indicates that it is Not Approved, there will be a reason listed. Questions about the denial can be sent to helpdesk@nsanpete.org

Here is the process for requesting a new resource:

1. Log into ClassLink and click on the Request Application icon in the top left of your menu bar.

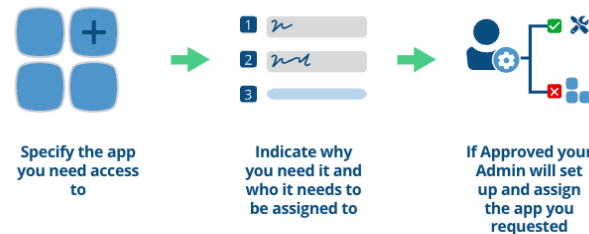


2. Click on the blue New Application button (if you would like email notifications about this process, you can toggle the “keep me updated” button).

3. Search for the name of your desired digital resource.

4. Fill out the form as completely as possible. This will save time as the approval workflow might have questions.

Fill out the App Request form and wait for an admin to approve and set it up



1 Specify the app you need access to

2 Indicate why you need it and who it needs to be assigned to

3 If Approved your Admin will set up and assign the app you requested

+ New App Request

☒ Keep me updated athompson@nsanpete.org [Change](#)

5. Once requested, the application must be approved by:

- Technology for functionality and cybersecurity
- Data Privacy for data sharing elements and potential DPA or use restrictions
- Instructional Coaches for teacher best practices and coaching
- Elementary Administration
- Secondary Administration
- District Office

You will be able to see where your request is in the workflow when you log into your Classlink dashboard. If you have selected the “keep me informed” you will also receive a notification for each stage of the workflow.

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