

OFFICE OF INFORMATION & TECHNOLOGY MANAGEMENT

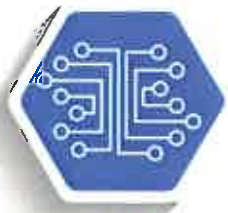


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PREPARING STUDENTS
FOR LIFE



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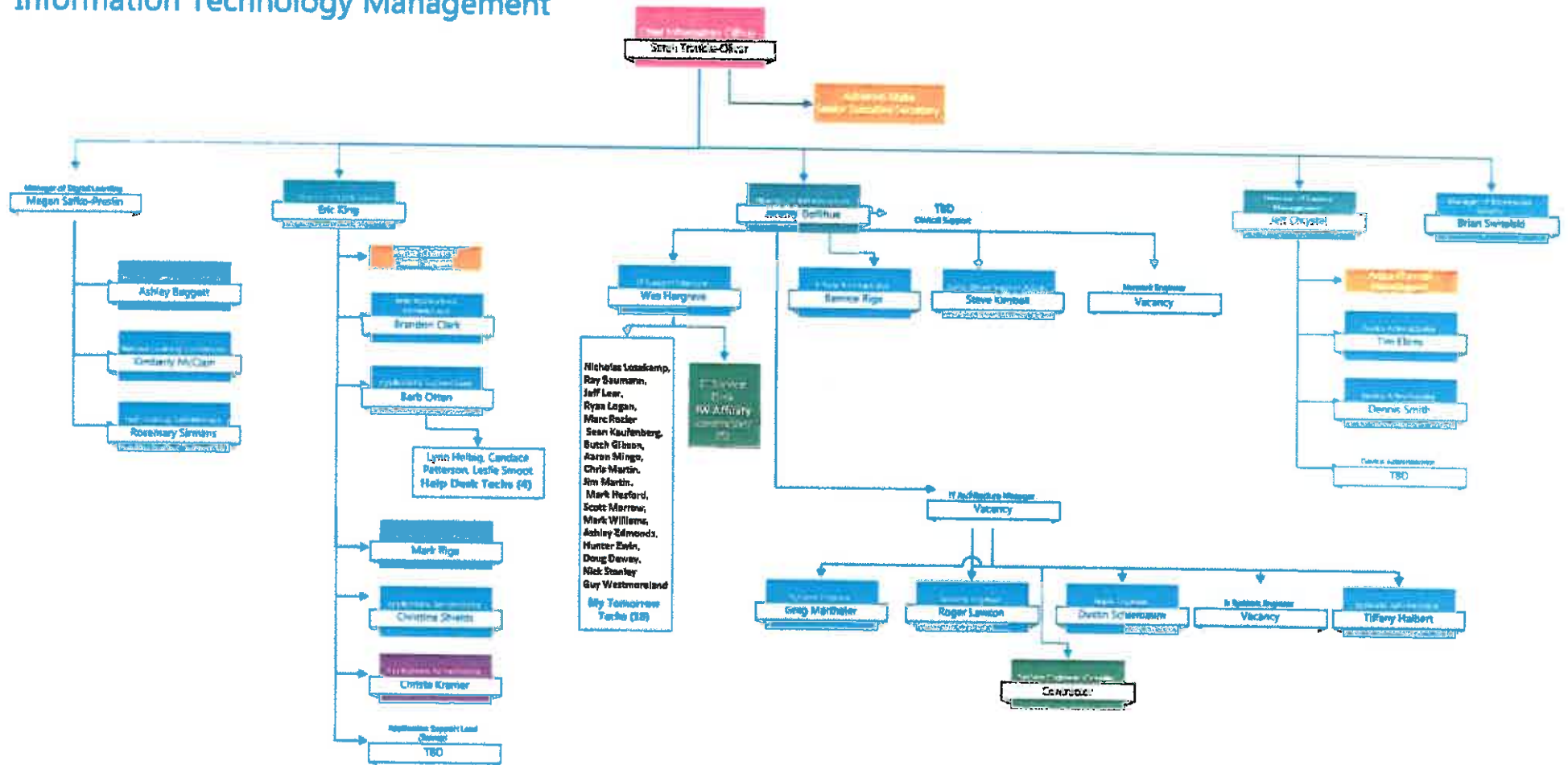


Department Organizational Chart



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Information Technology Management





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Department Core Services

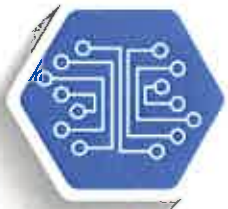


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Department Name: Information and Technology Management

<p>Core Service: Help Desk and Work Orders</p> <ul style="list-style-type: none"> • Software Help Desk • Hardware and Connectivity Help Desk • Field Support Technicians 	<p>Core Service: Network and Communication Infrastructure</p> <ul style="list-style-type: none"> • Network administration • Network security • Directory Systems • Device imaging and configuration management
<p>Core Service: Applications (Software)</p> <ul style="list-style-type: none"> • Student data systems • Email and collaboration tools • Mobile app development • Systems integration and data interfaces 	<p>Core Service: Device Management</p> <ul style="list-style-type: none"> • Device planning • Device procurement and deployment • Device tracking
<p>Core Service: Information Security</p> <ul style="list-style-type: none"> • Security of enterprise information and technology assets • Disaster recovery and cyber incident response coordination 	<p>Core Service: Analytics, Reporting and Data Quality</p> <ul style="list-style-type: none"> • Data quality tools and processes • Standard reporting tools • Custom reports capability • Generate insights
<p>Core Service: Digital Teaching and Learning</p> <ul style="list-style-type: none"> • Teacher professional development for technology integration • Blended Learning programs • Technology curriculum • Digital citizenship curriculum 	<p>Core Service: IT Strategy and Innovation Leadership</p> <ul style="list-style-type: none"> • Aligning IT strategy with organization strategy • Opportunities for innovation to improve the organization



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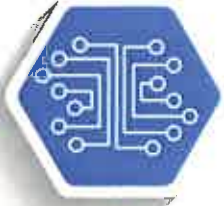


Procedures and Forms

- ***See Department Policies & Procedures***



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Department-related Board Policies and Procedures



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**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Technology Standards and Purchasing Procedures	
Procedure No. 7540-00-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 Computer Technology and Networks 6320 Purchasing Goods and Services	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policies 6320 "Purchasing of Goods and Services" and 7540 "Computer Technology and Networks," the following administrative procedures have been developed for Technology Standards and Purchasing.

To establish standards and guidelines for the Cincinnati Public Schools Information Technology (IT) environment to ensure the confidentiality, integrity, and availability of company computing resources. This document outlines the technology options supported by Cincinnati Public Schools and provides guidelines for appropriate use, acquisition, and implementation.

To establish standards, guidelines, and procedures for the purchase of all information technology hardware, software, and computer-related components, as well as the purchase of all technical services. This procedure will ensure that all Cincinnati Public Schools purchases align with strategic priorities and that best value for money is obtained with all purchases.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Technology Standards and Purchasing Procedures

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Application for Technology Initiative	<u><i>ATI Form online</i></u>	
2. Hardware Standards	<u><i>Hardware Standards Online</i></u>	
3. Software Standards	<u><i>Software Standards Online</i></u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



Technology Standards and Purchasing/Acquisition Procedures

Purpose

In compliance with Board policies 6320 "Purchasing of Goods and Services" and 7540 "Computer Technology and Networks," the following administrative procedures have been developed for Technology Standards and Purchasing.

To establish standards and guidelines for the Cincinnati Public Schools Information Technology (IT) environment to ensure the confidentiality, integrity, and availability of company computing resources. This document outlines the technology options supported by Cincinnati Public Schools and provides guidelines for appropriate use, acquisition, and implementation.

To establish standards, guidelines, and procedures for the purchase of all information technology hardware, software, and computer-related components, as well as the purchase and acquisition of all technical services. This procedure will ensure that all Cincinnati Public Schools purchases align with strategic priorities and that best value for money is obtained with all purchases.

CPS Hardware Standards

See link below for all CPS hardware standards

<https://docs.google.com/document/d/1V6d6QY3UTIG1gYrOAsXSAO6DuWw8fURcQJhirss1tVM/edit>

CPS Software/Applications Standards

See link below for all CPS software standards

<https://sites.google.com/a/cpsboe.k12.oh.us/itm/page-1>

CPS Equipment Donation/Acquisition Standards

See link below for equipment standards for donations and grants administered outside of CPS Purchasing Procedures

<https://docs.google.com/document/d/1-mDgoJjLwCb8gQFK-NeDRZY-JyITVh1DfQCD2dQjeG8/edit?ts=59257996#heading=h.gjdgxs>

Purchasing/Aquisition Procedures

Scope

This procedure covers all information technology hardware, software, and computer-related components purchased with Cincinnati Public Schools funds or acquired through donations or grants administered outside of Cincinnati Public Schools purchasing system. This procedure also applies to free software applications, since most require a review and legally-binding agreement to the vendor's Terms of Service and may include collecting student data. This policy extends to technical services, as well as professional services, such as consultants and legal professionals hired through the IT department or by individual schools or departments.

All hardware, software, or components purchased with Cincinnati Public Schools funds are the property of Cincinnati Public Schools. This also includes all items purchased using a personal credit card for which the employee is later reimbursed.

Procedures

1. An Application for Technology Initiative (ATI) must be submitted if:
 - a. Purchase exceeding \$10,000,
 - b. Does not meet CPS standards
 - c. Vendors is not on CPS Vendor List
 - d. Initiative needs Central Office support
 - e. Equipment will be acquired through donations or grants administered outside of CPS purchasing
2. All purchase requests for hardware, software, or computer-related components must first be approved by a department head (or designate) before submission to the IT department. Device management team must be contacted for all hardware price quotes. Hardware requisitions are routed to the Device Management Team for approval in the purchasing system. Software requisitions are routed to the Applications Team for approval in the purchasing system. Curriculum-based systems are routed to the appropriate curriculum manager for approval as well.
3. All equipment donations or grants that are administered outside of Cincinnati Public Schools purchasing must first be approved by a department head (or designate) and then submitted to ITM department for approval. Only equipment meeting Cincinnati Public Schools standards will be approved by ITM unless an Application for Technology Initiative for non-standard equipment is submitted and approved.
4. **Standard** items have been proven to be both supportable by the IT department as well as cost effective and, therefore, requisitions for such items will only require a purchase requisition in order to be approved. See list of standard items in the prior section of this document.
5. Requisitions or donations or grants that are administered outside of Cincinnati Public Schools purchasing for non-standard items will go through a formal selection process that will involve thorough vendor sourcing and product evaluation.
 - The selection process may vary depending on the type, cost, and other purchase significance factors.
 - Employees or departments requesting non-emergency specialized software or components must submit an "Application for Technology Initiative" (ATI). See "CPS Technology Governance and Project Approval Procedures."
6. Selection of vendors and their products or services must be carried out in a systematic way including requirements gathering and review – **refer to the standard competitive bid procedures from the CPS Purchasing Department.**
7. Expenditures over \$100,000 must be approved by the Technology Steering Committee for approval. The purchase selection process for these expenditures will be evaluated by the committee.

8. Software applications that collect or house personally identifiable information of students or staff must be reviewed for appropriate student data privacy measures. This includes purchased AND free software applications, online subscriptions, or mobile apps. See "Data Security Procedures."
9. All equipment received through donations or grants that are administered outside of Cincinnati Public Schools purchasing must follow the Cincinnati Public Schools donations procedures at the below: <https://docs.google.com/document/d/1-mDgoJjLwCb8gQFK-NeDRZY-JyITVh1DfQCD2dQjeG8/edit?ts=59257996#heading=h.gjdgxs>
10. Personal printers from home cannot be used in the classroom, due to the districtwide system for print/copy services and support.
11. Failure to follow these procedures outlined above may result in delays in project implementation, incompatible systems, security risks, and/or impact to other major technology initiatives or projects.

An employee found to have violated these procedures may be subject to disciplinary action, up to and including termination of employment per Board policy 7540 "Computer Technology and Networks."



Application for Technology Initiative

****PLEASE ALLOW 3-6 WEEKS FOR RESPONSE WITH APPROVAL, DEPENDING ON COMPLEXITY OF THE REQUEST**THANK YOU :-)**

*** Required**

Email address *

Your email

School/Department Name *

Your answer

Hardware

If ANY of the following conditions are checked, ATI is required to purchase hardware (for example: classroom and administrative desktops, laptops or tablets, servers, printers, interactive whiteboards, projectors, digital cameras/camcorders and other peripheral devices).

- Purchase exceeds \$10,000
- Purchase does not meet CPS standards
(<https://docs.google.com/document/d/1V6d6QY3UTIG1gYrOAsXSA06DuWw8fURcQJhIrss1tVM/edit>)
- Hardware vendor is not on CPS Vendor List
- Initiative needs Central Office support





learning management systems, applications, instructional lessons/test preparation, and web-based subscriptions).

Purchase exceeds \$10,000

Software Title is not listed on CPS' "Approved Software" list
 (https://docs.google.com/spreadsheets/d/15EgTuPV9XWnoQpciE6mFF-arT5u531uKr_8djNaAliA/edit#gid=0) **

Contract or written agreement required

Initiative needs Central Office support

Student data (personally identifiable information) will be entered or stored

** If the software is browser based with no other requirements, collects NO student data and is not a curriculum/instructional product, an ATI is NOT required.

PART 1 APPLICANT CONTACT INFORMATION

Today's Date *

Date

mm/dd/yyyy

School or Department *

Your answer

Requestor Name *

Your answer





- Teachers
- Students
- Administrators
- Parents/Guardians

PART 2: ESTIMATED BUDGET SUMMARY



What is the initial cost (dollars to be spent)? *

Your answer

What is the recurring cost for each of the next 3 years?

Your answer

Funding Source *

Your answer

PART 3: DESCRIPTION OF THE ITEM A FUND-BUILDING FOR RESPONSIBLY BY MY SCHOOL OR DISTRICT



What is the name of the hardware or software program you propose to acquire? *

Your answer





vendor web site). If this is an IT or app, please provide an exact link to the specific application you are requesting from the app store. *

Your answer

What is your requested timeline for implementation of this project? *

Your answer

If this product is software/app, please provide a link to the hardware and network requirements (the vendor can provide this to you). *

Your answer

Describe the school OnePlan goal(s) or Board goals(s) this project will address. *

Your answer

What measures will be used to evaluate the success of this project? *

Your answer

Describe the professional development training plan for both initial implementation and ongoing training needs. *

Your answer





Computer lab, classroom, administrative office, etc.):

Your answer

If software or app, is there an installation required, and if so, on which machines are you requesting?

Your answer

If software or app, is any student data collected or stored in this system? If so, please provide a link to the vendor's Privacy Policy for student data. *

Your answer

If any student data is collected and/or stored, please list the student data that is collected or stored in this system. *

Your answer

If software or app, who will create and maintain user accounts, or is a PowerSchool student data integration required?

Your answer

Who will users contact for support and use of this technology?

Your answer

What is the expected life cycle of this technology and how upgrades will be funded and implemented? *

Your answer





approval is required)

Your answer

Submit

Never submit passwords through Google Forms.

This form was created inside of Cincinnati Public Schools. [Report Abuse](#) - [Terms of Service](#)

Thank you for your response.





CPS ITM Hardware Standards

Updated
5/7/19

Please contact ITM Device Management for quotes on all items listed below.

Servers

Vendor: CBTS

Please Contact ITM Infrastructure for Specs on any Server.

Desktops

Vendors: CBTS or Apple



HP EliteDesk 800 EliteDesk G3 – Core i5 4570 3.2 GHz – Mfg# G0Q01UP #ABA

HP 5YR NXT DAY O/S RESP warranty must be purchased

Setup and Installation must be purchased

Recommended for: Administrators, Teachers

SFF - 1 x Core i5 4570 / 3.2 GHz - RAM 16 GB - SSD 128 GB – DVD SuperMulti - Graphics 4600 - GigE - Windows 7 Professional 64-bit - Intel vPro Technology



iMAC - 21.5-inch: 3.0 GHZ Quad – core Intel Core i5 – Apple part# Z0RR

IMAC 4YR AC warranty PROTECTIONPLAN warranty must be purchased

Setup and Installation must be purchased

Recommended for: Classroom Students Only

3.0 GHz quad-core Intel Core i5 processor, Turbo Boost up to 3.5GHz

8GB 2400MHz DDR4

Retina 4K Display

1TB Fusion Drive
Radeon Pro 555 with 2GB Video Memory
Wired Apple Mouse
Apple Keyboard with Numeric Keypad (English) & User's Guide
Accessory Kit

Flat Screen Monitor

Vendor: CBTS



[HP P240VA – LCD monitor – 23.8" – Mfg# N3H14AA#ABA](#)

LED monitor - 23" - 1920 x 1080 - TN - 250 cd/m2 - 1000:1 - 3000000:1 (dynamic) - 5 ms - 2xDVI-D, VGA, HDMI – black

Laptops

Vendor: CBTS or Apple



[HP ProBook 450 G3 - 15.6" - Core i5 6200M - Windows 8 Pro / Windows 7 Profes – G2S13UP #ABA](#)

HP 5YR NBD ONSITE NB warranty must be purchased

Setup and Installation must be purchased

Recommended for: Administrators Teachers and Students

***Laptops are the standard student device for carts, classrooms and labs
unless otherwise requested and approved by ITM**

Core i5 6200M / 2.5 GHz - Windows 7 Professional 64-bit - 8 GB RAM - 128 GB SSD – Integrated HD
Webcam - DVD SuperMulti - 15.6" HD 1366 x 768 / HD - Intel HD raphics 4600



Lenovo T580 (High End 15.6" Screen)

Core i7 8650U / 1.9 GHz - Win 10 Pro 64-bit - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 15.6" IPS 3840 x 2160 (Ultra HD 4K) - UHD Graphics 620 - Wi-Fi, Bluetooth - black

***For approved technology programs only. This device (laptop) offers higher performance (faster processor, additional memory, accelerated graphics,) and an enhanced display which makes it well suited for programming work.**



HP zBook 17 (High End 17.3" Screen)

Core i7 7700HQ / 2.8 GHz - Win 10 Pro 64-bit - 16 GB RAM - 512 GB SSD HP Z Turbo Drive, NVMe, MLC - 17.3" IPS 1920 x 1080 (Full HD) - Quadro P3000 / HD Graphics 630 - space silver - kbd: US

***For Engineering Labs**

MACBook Pro – 13 inch: 2.3 GHz

4-YR APP MB/MB Air/13" MB PRO warranty must be purchased

Setup and Installation must be purchased

Recommended for: Students



***Laptops are the standard student device for carts, classrooms and labs unless otherwise requested and approved by ITM**

2.3GHz dual-core 7th-generation Intel Core i5 processor, Turbo Boost up to 3.6GHz
8GB 2133MHz LPDDR3 memory
128GB SSD storage
Intel Iris Plus Graphics 640
Two Thunderbolt 3 ports
Backlit Keyboard - US English

Accessory Kit
Force Touch trackpad

Hybrids, 2 in 1's (Laptop & Tablet in 1)

Vendor: CBTS



Teacher/Administrator device - [Lenovo ThinkPad Yoga 11e - Windows 8 - 8 GB RAM - 128 GB SSD - i3 Processor](#)

Student device - [Lenovo ThinkPad Yoga 11e - Windows 8 - 8 GB RAM - 128 GB SSD - Celeron Processor](#)

**Lenovo 3 year depot + Accidental Damage Protection must be purchased
Setup and Installation must be purchased**

Tablets

Vendor: Apple



[iPad](#)

32GB with Wi-Fi –Black

Standard device for PreK-1 students

Approved for all students

Not approved for teachers and staff

Apple TV

Vendor: Apple

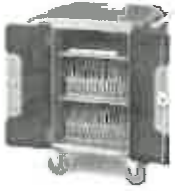


32GB, HD

***This is not an ITM supported device, user will be responsible for all support.**

Laptop/Tablet Carts

Vendor: Apple or CBTS



[Bretford Mix Cart for Laptops and Mobile devices](#)

Vendor: Apple

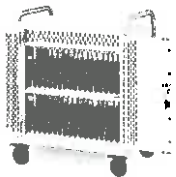
Charging/Storage Cart for MacBook and iPad. Stores, charges, and transports up to 30 devices at a time.



[LocknCharge CarryOn](#)

Vendor: Apple

Carrying case for 5 ipads, includes charging cables.



Pulse® M Carts

[Bretford Pulse M Tablet Cart](#)

Vendor: CBTS

Charging/Storage Cart for Lenovo Yogas - Holds up to 20 or 36.



Bretford Link L Laptop Cart

Vendor: CBTS

Charging/Storage Cart for HP 450 Laptops - Holds up to 32

Only Prosource printers under the CPS Managed Print Services contract are supported.

Please print to your copier whenever possible.

For large print or copy jobs go thru the Print Shop at the Ed Center

Black and White Printer

Vendor: Prosource



HP LaserJet Enterprise 600 Printer M602dn

Print speeds: up to 45 ppm letter

Print resolution: Black (best): Up to 1200 x 1200 dpi; Black (normal): HP FastRes 1200 (1200 dpi effective quality), 600 dpi with HP Resolution Enhancement technology

Durability ratings

Duty cycle: Up to 175,000 pages (A4/letter); Recommended monthly page volume4: Up to 3,000 to 12,000 pages

To be used in Pod or Group

Color Printer

Vendor: Prosource



HP LaserJet Enterprise 500 color Printer M553dn

Print Speed: Color and Black:Up to 33 ppm black

Print Resolution: Color and Black (best)Up to 1200 x 1200 dpi

Print Technology: laser

Control Panel: 4-line graphical color display

Duty Cycle: Up to 40,000 pages

Paper Handling: 100-sheet multipurpose tray, 500-sheet input tray 2, 250-sheet output bin, 250-sheet input tray (optional)

To be used in School, Ed Center or Iowa St Offices

MFP – Multi Function Printer (print, copy, scan)

Vendor: Prosource



HP PageWide Pro M477dn Color MFP - multifunction (printer / copier / scan / Fax)

Multifunction (printer / copier / scanner) - B/W - laser - Legal (8.5 in x 14 in) (original) - A4 (8.25 in x 11.7 in) (media) - up to 52 ppm (copying) - up to 55 ppm (printing) - 500 sheets - USB 2.0, Gigabit LAN, USB host

To be used in School, Ed Center or Iowa St Offices

Midterms, Report Cards, Handbooks

Scanners

Vendor: ProSource



Fujitsu Fi-7160 Workgroup Scanner

Fast 60 ppm Large Capacity 80 page feeder- Plastic and Embossed Credit Card Scanning- Latest USB 3.0 Connectivity- Eco-Friendly LED Scanning- Interactive Multi-Line LCD Panel

Wide Format Poster Printer

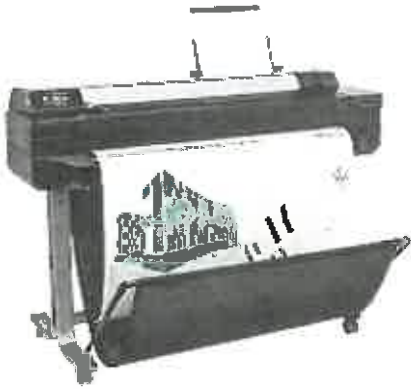
Vendor: Prosource

HP DesignJet T520

-36"

-Note: Only maintenance is covered under agreement.

Department/School must purchase ink and paper from Prosource.



3D Printers

Vendor: Polar3D

Models below are supported by Polar3D. See their website for more detailed information: www.polar3d.com



Polar Cloud Flashforge Inventor IIS

FlashForge Inventor II: Budget/Plug N Play Printer



Polar Cloud Dremel 3D45

Dremel 3D45: Performance/Workhorse Printer

AUDIO/VISUAL TECHNOLOGY

STANDARDS

**(Please contact Steve Kimball for quotes and information
on these items)**

Sharp Aquos Board



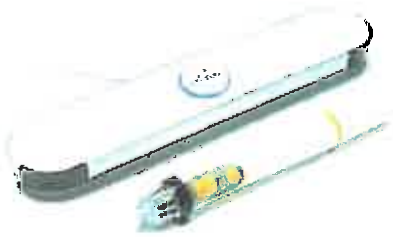
Ipevo Ziggi Document Camera



NEC Projector



Ebeam Interactive Whiteboard



District Approved Technology List

Please check all 3 tabs when searching for an application ("Approved," "Approved with Restrictions," "Not Approved," "Under Review" - located at the bottom of this sheet)

Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safeguards Student Privacy	Alias	Description
ABC Alphabet Phonics	ABC Alphabet Phonics			ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
ABC Mouse	ABC Mouse		Age of Learning, Inc.	ECE				Reading at and/or above Proficiency or On-track
ABC Phonics	ABC Phonics		Smart Study Co.	ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
ABC Preschool			Age of Learning, Inc.	ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
ABC Tracing	Magic Rainbow Traceables		Age of Learning, Inc.	ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
ABCya			ABCya.com LLC					Educational games grades K-5
Absence & Time		Finance/HR Solution	Frontline	Treasurer's Department	District Purchased	N/A		Online employee attendance management tool
Accelerated Reader		Instruction/ Reading	Renaissance Learning	English		Approved		K-8. Manages reading activities including read to, read with, and independent reading. Assesses students' reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes. Goal is to build a lifelong love of reading and learning.
Accuplacer			The College Board					Resources and information to help prepare students for test day.
Achieve3000	Approved		Achieve3000	DSS				
ACT Workkeys			ACT					Assessments to measure essential workplace skills
ActivInspire			Promethean					Helps teachers bring lessons to life with rich, powerful activities that grab students' attention
Adobe Creative Suite		Application	Adobe	ITM	District Purchased	Approved		Toolkit for print, web, & mobile publishing. Combines all-new versions of essential tools for producing everything from professional page layouts to interactive experiences in a unified, intuitive environment. Products include: Acrobat DC, After Effects, Animate, Audition, Bridge, Character Animator, Dreamweaver, Illustrator, InCopy, InDesign, Lightroom, Photoshop, Prelude, Premiere Pro and Spark.
Adobe Sign			Adobe					Electronically sign documents. AKA Adobe esign
Adobe Youth Voices.com								
AIMSweb 1.0		Assessment	Pearson	DSS				Provides framework, data, and guidance to help improve outcomes for all students.
Albert 10			Learn by Doing, Inc.					Online AP courses and ACT help
ALEKS		Assessment/Instruction	McGraw Hill Education	Math		Approved		Assessment and Learning in Knowledge Spaces is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine what a student knows and doesn't know if a course. ALEKS then instructs the student on the topics they are ready to learn.
ALIRA								
Amplify Science		Science	Amplify	Curriculum				Science curriculum for grades K-8
Angry Birds			Rovio Entertainment Corporation	Science				Highlight the main points of force and projectile motion.
Animal PreK - Math	Animal Math			ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
Any Video Converter								
APEX		Instruction	Apex Learning	NA	District Purchased	Approved		Standards based online curriculum in the core academic subjects and Advanced Placement. Grades 6-12
AppleTV			Apple					to increase mobility during lectures
Arduino			Arduino					Software is used in introduction to programming course to code programs for Arduino Uno boards
Art Cam								
Art Ed Pro		Instruction/Fine Arts	The Art of Education	Fine Arts		n/a		Personalized learning platform designed for K-12 art educators. Comprehensive on-demand library with expert trainings, hands-on tutorials and printable resources.
Art of Illusion 3d Graphics								
Articulation Station	Articulation Station		Little Bee Speech					Full featured articulation application to help children learn to speak and pronounce their sounds more clearly.
Artsonia	Artsonia		Artsonia, LLC					Allow students to take pictures of their artwork & create their own digital art portfolio, and allow parents and students to view their work online, as well as communicate with the teacher. Success would be measured by the percentage of students work successfully photographed and uploaded to the Artsonia site through the app.

District Approved Technology List

Please check all 3 tabs when searching for an application ("Approved," "Approved with Restrictions," "Not Approved," "Under Review" - located at the bottom of this sheet)

Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safeguards Student Privacy	Atlas	Description
Atom IDE			GitHub					Web design tool
Audacity								
Auto Desk (Auto CAD)								
Beatwave	Beatwave		Collect3					Make music by tapping
Big Bang Patterns	Big Bang Patterns		Inclusive Technology Ltd					Designed to use with children with low vision.
Biometric Information Management			Biometric Information Management	HR/Security				Allows organizations to conduct their own fingerprinting and background checks.
Blender 3D			Blender					3D creation suite, supports the entirety of the 3D pipeline, modeling, rigging, animation, simulation, rendering, compositing, and motion tracking, even video editing and game creation.
Blowels	Blowels		Mattel					Blowels is a hands-on technology experience where students & staff can create their very own video game using the Blowels gameboard, colored blocks, and iPad app. Students can see their ideas come to life, test them, and make them better without actually being "online". This app enables students to problem solve, design, create, while collaborating with one another in class.
BlueJeans	BlueJeans	Video Conferencing	BlueJeans Network	ITM	District			Collaborate effectively with video, audio, and web conferencing from anywhere on any device.
Brain Pop						Approved		
Brain Quest								
Brainware Safari			Brainware Learning Company					Incorporates decades of multidisciplinary clinical techniques into an engaging video-game format to develop 41 cognitive skills in the areas of attention, memory, visual processing, auditory processing, sensory integration and reasoning/logic. For ages 6 to 106.
Breakout EDU			Breakout, Inc.					Allows students to build collaboration, critical thinking and creativity
Business PLUS		Finance/HR Solution	PowerSchool	Treasurer's Department	District Purchased		N/A	Online employee payroll/time off product
Buzz Monster	Buzz Monster		INKids Education LLC					Create your own jeopardy style games to share
ByrdseedTV			Byrdseed LLC					Quick, clever videos for gifted students
Carmen Sandiego		Instruction/Social Studies	The Learning Company	Social Studies				3-6. Carmen Sandiego's Great Chase Through Time: 3-6. Students discover centuries of historically rich events as they try to capture Carmen Sandiego & her crooked cronies. They'll begin their search in the tombs of ancient Egypt & finish over 3,000 years later with the launching of the first person into space. Where in the U.S.A. is Carmen Sandiego?: 3-6. Students experience America's cultural & geographic diversity firsthand as they chase Carmen & her gang of gangsters through 50 adventures. Where in the World is Carmen Sandiego?: 3-6. Expands knowledge of world geography and cultures.
Central		Finance/HR Solution	Frontline	Treasurer's Department	District Purchased		N/A	Online employee data management tool
Certified EKG Technician Exam			National Healthcareer Association	Career Tech				Online exam for EKG tech
Certified Medical Administrative Assistant			National Healthcareer Association	Career Tech				Online exam to become a certified medical administrative assistant
ChildPlus	Childplus Attendance App		ChildPlus					App to take real time attendance for Head Start and Early Head Start classrooms
Cmf Symphony Orchestra Sound Discoveries								
Class Dojo Classroom Management Tool	Approved						Approved	
Classcraft	Classcraft		Classcraft Studios, Inc.					Empowers students to take control of their learning process. It fosters significant relationships by re-enforcing teamwork and collaboration rather than competition. It's pervasive and affects all aspects of a student's life. It's fun because unexpected things happen during gameplay.
Classics for Kids								Website designed for students in preK-8 to learn material in the sciences, humanities, mathematics, arts and language arts.
CleverCrazes	CleverCrazes		Clever Crazes for Kids					
Code.org				Math			Approved	
CommonLit	CommonLit		CommonLit	ELA				supports ELA curriculum by enhancing teacher text set creation.

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Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safeguards Student Privacy	Alias	Description
Community Construction Kit		Instruction	Scholastic/Tom Snyder Productions					2-6. Enables students to design buildings on the computer and turn them into 3D paper cutouts. Students design scaled-down versions of communities from different historical periods or recreate their own towns.
conlucemos.com			HMH					enable world language teachers to give formative assessments on grammar, vocabulary and interpretive listening
Connect			McGraw Hill Education	Fine Arts				Adaptive technologies to help students learn more efficiently, retain more and achieve better outcomes.
CoSpaces Edu: Make AR & VR in the Cla	CoSpaces.Edu		Delightex					Intuitive education technology enabling students and teachers to easily build their own 3D creations, animate them with code and explore them in Virtual or Augmented Reality.
Creative Writer		Instruction/ English	Microsoft Kids	English				K-6. Word-processing program for kids. Create documents such as letters, posters, flyers & stories complete with different fonts, Clip Art, Wordart & effects. Interface & environment are targeted towards children. Setting is in Imaginopolis w/main character McZee.
Cue the CleverBot			WonderWorkshop					A witty, entertaining robot with 4 hero avatars & enhanced AI that takes personality, interactive communication and programming to a new level.
Cybersoft PrimeroEdge			PrimeroEdge					Provides nutritional information easily to students
Once Mat Typing								
Dash and Dots	Wonder	Robotics/Instruction	WonderWorkshop					
Dash and Dots	Go	Robotics/Instruction	WonderWorkshop					
Dash and Dots	Blockly	Robotics/Instruction	WonderWorkshop					
Dash and Dots	Xylo	Robotics/Instruction	WonderWorkshop					
Dash and Dots	Path	Robotics/Instruction	WonderWorkshop					
Dash and Dots	Cue	Robotics/Instruction	WonderWorkshop					
Dashboard (CPS)		Assessment and other reporting	CPS	ITM	District Purchased	Approved		
DBQ Online		Social Studies & ELA Instruction	DBQ Project	Social Studies/ ELA	District Purchased	Approved		DBQ Online supports evidence based thinking, writing, and historical thinking skills.
Desmos				Math		Approved		
Dibels Next			Dynamic Measurement Group, Inc.	ECE				DIBELS is an assessment used to measure the acquisition of early literacy skills from kindergarten through sixth grade
Digital Learning Landing Page (CPS)		Management/School Portal	CPS	ITM		Approved		Allows each school customization of web access page
Dino Preschool				ECE				Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing
Discovery Ed Science Techbook Grades 7-12		Science	Discovery Education	Science Grades 7-12	District Purchased	Approved		DiscoveryEducation Science Techbook is a digital supplemental resource to support grades 7-12 science.
Discovery Ed Social Studies Techbooks		Social Studies	Discovery Education	Social Studies (Grades 7-8)	District Purchased	Approved		DiscoveryEducation Social Studies Techbooks are online textbooks to support Grade 7-8 Social Studies instruction.
Discovery Ed Streaming Plus		Instruction/ All Content	Discovery Education	NA				Digital video-on-demand and online teaching service to help improve students' retention & test scores. Aligned to U.S. state and provincial standards. 4,000 full-length videos segmented into 40,000 content-specific clips. Multimedia content for all subjects from leading educational publishers. Includes: Assignment Builder, Quiz Center, Writing Prompt Generator. Fast & accurate search functionality & dynamic navigation menus. Lessons can be Customized for different subjects, grades, & learning styles.
DocHub		Google Extension	DocHub					Securely edit, fax and sign PDF and Word documents for free. Fill forms. Merge documents and reorder pages. Create templates
Dotopedia	Dotopedia		CBC					Interactive information hub where kids can explore the subjects they're most passionate about through pictures, audio clips, articles and games.
Dr. Seuss's The Cat in the Hat Color and Dr. Seuss's The Cat in the Hat Color				DSS	Managed Licenses - DSS			
Dreambox		Math	Dreambox Learning	Math				Online software provider that focuses on mathematics education for elementary and middle school levels.
Drone			Parrot					
Dronology EDI			PCS Adventures					

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Duck Duck Moose Reading - iPad App	Duck Duck Moose Reading		Duck Duck Moose LLC					Duck Duck Moose Reading has 9 different word and letter activities that help kids learn by feeding and playing with flamingos, monkeys, lions, and more. Collect animals and make your own zoo scene as you learn more letter sounds. AGES 3-7. Includes 9 titles inspired by teachers & developed for interactive whole-class teaching, developed jointly with teachers and teaching experts. Flexible whole-class teaching tool with a set of generic tools at the core of each of the subject specific titles. Allows user to manipulate objects in use & edit mode. Resources that incorporate text, clipart, animations, videos, flash files, sound, hyperlinks, databases & spreadsheets can be included. Includes tools needed to create interactive lessons for use throughout the curriculum e.g. draw, edit text, change color, enlarge, rotate, cut, copy, paste, animate plus a multimedia bank. Came with Polyvision Interactive whiteboards. Online benchmark & progress-monitoring system K-8. Web delivered technology literacy curriculum. Integrates technology into math, science, language arts & social studies. Based on ISTE technology standards.
EasyTech EasyCBM		Application	RM Houghton Mifflin Harcourt	Assessment DSS				
EasyTech Edcite		Instruction/ Technology Literacy	Learning.com Edcite	ITM	District Purchased	Approved		
Edgenulity		Curriculum	Edgenulity, Inc.			Approved		Math grades 3-6, English grades 4 -6 Online curriculum tool Edson robot is a powerful, engaging tool for teaching kids STEM, computational thinking and computer programming in a hands-on way.
Edison Robots - Hardware EdScratchApp - Software			Lego	STEAM				PreK-2. Bailey's Book House: Pre-2. Explores letter names & sounds, upper & lowercase letters, compound words. Edmark Reading Program 1&2: Pre-2. Beginning reading & language development for nonreaders. Millie's Math House: Pre-2. Develops number sense from zero to 30, add & subtract, shapes, sizes, quantities, patterns, sequencing, sorting, & interval counting. Sammy's Science House: Pre-2. Analyze/test theories. Learn about assembling objects, changes in seasons, conserving natural resources. Thinkin' Things Collection: Pre-2. 5 activities provide multi-dimensional play experience. Nurtures memory skills, musical self-expression, & spatial relations. Trudy's Time & Place House: Pre-2. Social studies concepts such as map symbols, telling time, units of time measurement, continents & oceans. Student IEP/ETRs software Self-paced learning with interactive video lessons. Teachers are able to edit the videos to fit their needs. Free educational blogs
EdMark EdPlan		Instruction IEP/ETRs	Learning Company	Early Childhood Student Services	District Purchased	Approved		
Edpuzzle Edublogs Education.com Educreations			Edpuzzle, Inc. Edublogs Educreations, Inc.					Interactive whiteboard & screencasting tool. Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing Assessment tool for formative and formal assessments. Identifying alphabetic upper and lower case letters, parts of the book, alphabetic sounds, name writing K-12. Teaches to research information on own. Covers most important topics for kids in grades 1 to 9, it includes the Britannica Elementary Encyclopedia, the Merriam-Webster Student Dictionary & Thesaurus, games & interactive study guides. Available online through INFOhio. Digital library for kids. Provides 25,000 of the best children's ebooks and learning videos. Improve student independent reading Increases levels of fluency while reading
EduKidsRoom	EduKidsRoom		Cubic Frog	ECE				
EduKitty	EduKitty		Cubic Frog	ECE				
EduLastic			Snapwiz, Inc.					
ELMO ABCs				ECE				
Encyclopedia Britannica Epicl	Epicl	Reference	The Learning Company Epic Creations Inc.	Social Studies				
Epicl Books Equation Editor ESGI	EpiclBooks		Epic Creations, Inc. ESGI					

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ExamView Assessment Suite		Application	PSCreations	NA				Ability to produce & administer standards-aligned formative tests, quizzes, and study guides. Uses 9,500 independent test questions (over 350,000 questions when using dynamic content). Measures students' skills, knowledge, & abilities at the classroom level & for preparation of high-stakes testing.
Explore Learning Gizmos		web-based	Explore Learning	Science	District Purchased (Title)	Approved		Web-based virtual simulations for science and mathematics. Purchased for grades 5-12 science.
Eye Movement Training	Eye Movement Training		Ebenezer School					A training app that's made for low vision designed and maintained by Ebenezer School for the visually impaired.
Final Cut Pro Final		Application/Multimedia Design Music Writing	Apple	NA				Final Cut Pro is a professional non-linear editing system developed by Apple that has found popularity amongst independent filmmakers and is beginning to make inroads with Hollywood film editors who traditionally use Avid software. The program has the ability to edit many digital formats including DV, HDV, DVCProHD, XDCAM, ZIK, and IMAX film formats. The system is currently only available for Mac OS X version 10.4.9 or later. Teachers in 4 CPS high schools received training in music writing program.
Fitnessgram/ Activitygram		Application	Human Kinetics Publishers, Inc	Physical Education				Computerized tool enabling schools to perform fitness & physical activity assessments on students. Includes software, test manual and related ancillaries, including The Cooper Institute's FITNESSGRAM/ACTIVITYGRAM Reference Guide.
FlipGrid			Microsoft					Allows teachers to create "grids" of short discussion style questions that students respond to through recorded videos.
Flocabulary Supports Teaching Vocabulary		Instruction	Flocabulary	Curriculum				Students master academic content while building core literacy skills through engagement, mastery and student creativity.
Fluent Reader		Instruction/ Reading	Renaissance Learning	English				Provides system to help increase students' fluency & motivate them to become successful, independent readers. For struggling readers.
Follett Library & Cataloging & Processing Formative (see additional information in the notes column) FPV Free Rider		Management/Library	Follett Library Resources	NA		Approved		Complete cataloging data as specified by the Library of Congress in MARC21 (formerly called USMARC) and MicroLIF formats for all titles. Both formats are enhanced with complete annotations, either Library of Congress or Sears Subject Headings, or both, and shelflist information including reading level (if applicable), interest level, and review sources.
Freckles.com	Freckles.Education		Freckle Education					Racing simulator Empowers teachers to differentiate instruction across Math, ELA, Social Studies and Science
Free Flow - iPad App FreeFlight3 Front Row	Free.Flow		Big Duck Games LLC Parrot SA	Math				Connect matching colors with pipe to create a Flow. Pair all colors, and cover the entire board to solve each puzzle. But watch out, pipes will break if they cross or overlap!
Fuel Up to Play 60			Fuel Up to Play 60, LLC					In-school nutrition & physical activity program to help encourage kids to lead healthier lives Futaba is a 4 player game designed for kids. This outrageously fun word quiz game can be used at home or in the classroom as an entertaining way to build language skills.
Futaba - iPad App	Word.Games.for.Kids-Futaba		INKids Education LLC					Includes the core G Suite apps (calendar, classroom, drive, sites, groups, keep, tasks, Google Chrome sync, Google Hangouts, vault for everyone and mail for students) Available for all staff, students grades 3-12.
G Suite for Education GarageBand GED Online	GarageBand		Apple, Inc.	ITM	District Purchased	Approved		Music creation studio with a complete sound library.
Generation Genius			Generation Genius, Inc.	Science				Video lessons made in partnership with the National Science Teachers Association that engage, educate and inspire kids in science
GeoGebra			GeoGebra	Math		Approved		Mathematics software for all levels of education that brings together geometry, algebra, spreadsheets, graphing, statistics and calculus in one easy-to-use package

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Geometer's Sketch Pad								
Gimkit			Gimkit					Game show for the classroom that requires knowledge, collaboration and strategy to win.
GMetrix			GMetrix, LLC					MOS Practice Exams
Go Talk Now	Go Talk Now		Attainment Company					Flexible, easy to use app for students who have problems speaking
Goalbook			Enorme, Inc	DSS		Approved		Web-based network that provides functionality for teams of educators, parents, and students to collaborate around student personal learning plans, and provides a toolkit to personalize learning plans and resources to their individual students' needs
GOLD			Teaching Strategies					Observation based assessment system that helps teachers and administrators focus on what matters most for children's success
GOLD Documentation App	GOLD Documentation		Teaching Strategies	ECE				Created for teachers using GOLD Assessment system, this app offers fast, flexible, simple way to capture and send document to GOLD
Good Reader		Application (Apple Devices)	Good,iWare Ltd					PDF reading and annotating application for Apple devices
Google Earth								3D representation of Earth based on satellite imagery
Google Expeditions	Expeditions		Google					Bring lessons alive with virtual reality and augmented reality
Google Maps	Google Maps - Transit & Food		Google LLC					Real-time GPS navigation, traffic and transit information
Google Search	Google		Google LLC					The Google app keeps you in the know about things that matter to you. Find quick answers, explore your interests and stay up to date with Discover.
Google Translate								Free translation of text
Goose Chase	GooseChase		GooseChase Adventures					Create and facilitate a customized scavenger hunts
Grade Cam		Application			District Purchased	Approved		Software to grade teacher-created tests using a standard web camera in the classroom. Can import grades into PowerTeacher gradebook.
GradLeaders Career Centers			GradLeaders					Online application that helps students get connected to their dream job
Grammarly - Google extension			Grammarly					Scan your text for common and complex grammatical mistakes, spanning everything from subject-verb agreement to article use to modifier placement
Grolier Multimedia Encyclopedia		Reference	Scholastic Library Publishing	NA				K-12. Provides access to 78,000 articles at three reading levels, complete atlas, & dictionary.
GroupWise		Email Solution	MicroFocus		District Purchased			GroupWise is a messaging and collaboration platform from Micro Focus that supports email, calendaring, personal information management, instant messaging, and document management
History Alive								Teacher planning and management software including skills worksheets, labs and activities, vocabulary review, active reading, quizzes, and chapter tests.
Holt Environmental Science Chapter Resources			Houghton Mifflin Harcourt					Interactive way to spark child's passion for reading, build their skills with a personalized learn-to-read plan.
HOMER	HOMER: Kids Learn to Read		Homer					Powerful drag-and-drop web studio that enables anyone to easily create, manage, and track augmented reality campaigns.
HP Reveal (formally Aurasma)	HP Reveal		HP Reveal (Aurasma)					
iCal								
IDVD								
Image Capture								
Imagine Learning		Instruction		ELA		Approved		not approved for math
iMovie								
In Living Books								
iNaturalist	iNaturalist		California Academy of Sciences					Naturalist is a citizen science project and online social network of naturalists, citizen scientists, and biologists built on the concept of mapping and sharing observations of biodiversity across the globe.

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INFOhio Inkdestudios		Reference	INFOhio Ink Studios	State		Approved		INFOhio's state-funded resources are available to all Ohio's K-12 students and teachers. Username and Password required for home access; see your local school media specialist. Resources include the following: AccessScience, American National Biography, AMICO Library, Annals of American History, Britannica Online School Edition, EBSCOhost, Encyclopaedia Universal en Español An independent narrative game
Inspiration/ Kidspiration IPEVO Visualizer iPhoto		Application	Inspiration Software, Inc. IPEVO Inc.	English				K-12. Allows teachers/students to organize ideas and show relationships through series of diagramming technique. A visual thinking and learning tool for K-12 education. Document camera enhancement software
iReady for Language Arts iSync iTunes iWork			Curriculum Associates					The i-Ready software package delivers student instruction, performance diagnostics and progress reports based on K-12 Common Core State Standards (CCSS) in Mathematics and Reading. Students take the i-Ready Diagnostic and receive differentiated online instruction according to their ability, while schools and districts receive customized reports on student performance and progress throughout the year.
IXL Jasperactive Jeopardy Journeys (HMH) K-8 Music Magazine Kagan Numbered Heads Kagan Selector Tools Kagan Structures Kagan Student Selector Kagan Team Tools for Teachers Kagan Timer Tools			IXL Learning	Curriculum Career Tech		Approved Approved		Immersive K-12 learning experience that provides comprehensive, standards-aligned content for math, language arts, science, and social studies.
Kahoot! Keeble	Keeble		Kahoot.com AssistiveWare					Game-based learning platform, used as educational technology in schools and other educational institutions. Its learning games, "Kahoots", are multiple-choice quizzes that allow user generation and can be accessed via a web browser Accessible keyboard to use in any app The Kena is the only 3-in-1 digital microscope designed for the classroom, combining the capabilities of a compound microscope, stereoscope, and handheld discovery scope in one fun, easy-to-use learning tool.
Ken-a-vision Digital Microscope Key Train Khan Academy Keyboard	Khan Academy		Ken-a-vision Keyboard				Approved	
Kids Numbers Kindle Kodable KOOV	Kodable		Amazon SurfScore, Inc. Sony	ECE				mathematical learning outcomes where students understand the skills, knowledge and vocabulary within and across unit(s) in order to track progress towards mastery E-readers Coding for kids ages 4-10 Candy colored coding course for kids
LAMP Words for Life LanSchool	LAMP Words for Life Student iPad app	Classroom Management Tool	Prentke Romich Company Stoneware	ITM	District Purchased	Approved		Therapeutic approach that address the language development & communication needs of children with autism. Classroom management and monitoring tool Pre-K-8. Wide variety of resources (on & off-line) to teach & assess literacy. Prior to purchase of any Leapfrog software or package check for equipment compatibility
LeapFrog Learn Key Learning A to Z		Instruction	LeapFrog Enterprises, Inc. LearnKey	English				Preparation for certifications for Microsoft, Adobe, etc.

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Lego Mindstorms								
Lexia Core5			Lexia Learning (Rosetta Stone)					Program provides explicit, systematic, personalized learning in the 6 areas of reading instructions, targeting skill gaps and providing teachers with the data and student specific resources
Lingt Little Sponges			Lingt Language, Inc.	ESL				Teacher uses website to give formative and summative assessments on interpretive reading and presentational writing and speaking
Little Stories Lite	Little Stories Lite		Little Bee Speech					Library of 82 stories of 100 words with activities to encourage students to read and comprehend the material.
Logger Lite LynDa.com Magic Piano	Magic Piano		Venier Software & Technology, LLC	Career Tech				Collect science and math data. Learn visually and intuitively, predict before you collect, animate real-time displays, and examine details with the science and math analysis tools.
Magik School Bus		Instruction/ Science	Scholastic	Science				Playing songs through piano rhythm game 4-6. Features exploits of Ms. Frizzle & class of 8 children, who board magic school bus which takes them on field trips into the solar system, under the Earth, into the human body, or to other such impossible locations.
Makers Empire 3D			Makers Empire					K-8 educators learn how to teach Design Thinking cover design and technologies curriculum
Mangahigh			Westermann					Game based learning. Students achieve medals based on their understanding.
MAP Growth Map Machine Mathia Mathlab		Testing	NWEA	Testing Social Studies				MAP Growth measures what students know and informs what they're ready to learn next
Mathlab		Instruction/Math	Carnegie Learning Mathworks	Math				
MathDL		Instruction	Pearson Education, Inc.	Math				Emily Campbell approved purchase on 12/8/2016. Personalized instruction and practice for middle and high school students. Teachers can easily create, edit and assign homework and tests.
MATLAB			The Math Works, Inc.					MATLAB student-use software provides the same tools that professional engineers and scientists use every day. With MATLAB and Simulink, you can excel in your courses, have fun with projects, and build important career skills
mblock3 (Makeblock 3) Mentimeter Micro:bit	Mentimeter		Makeblock Education MentimeterAB Micro:bit Educational Foundation					Provides students unique access to programming across both virtual and physical realms within the same environment Web based audience interaction tool with voting Online resources for teachers
Microsoft Office Suite Mimio Software		Application	Microsoft	ITM	District Purchased	Approved		ITM – District license for all admin and educational computers. Includes word processing, spreadsheet and presentation programs.
MindPrint Learning Minecraft:EDU Moby Max			Mindprint Learning Teacher Gaming MobyMax			Approved		Identifies areas of giftedness, learning challenges and cognitive strengths
Monkey Preschool Fix It Motion Math Pizza Movie Maker	Monkey Preschool Fix It Motion Math Pizza		TriUP Games Motion Math	Preschool				Finds and fixes learning gaps for all K-8 subjects designed to capture children's imaginations while introducing core early learning challenges Make your pizza, grow your profit
MSSC Certification		Certification	MSSC	Career Tech				Manufacturing Skill Standards Council (MSSC) is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front line production and material handling workers.
Music-to-XML	SmartScore NoteReader		Musitek Corporation					Takes printed music from PDFs, scanned files or images from mobile device and converts those scores to the XML file format
My Math Lab		Instruction Social Studies Online Textbooks (Grades 5, 7, Modern World History, American History, American Government)	Pearson Education, Inc.	Math				Personalized learning to pinpoint the areas where the student needs practice to be successful.
my.hrw.com (HMH-Social Studies)			HMH	Social Studies	District Purchase	Approved		my.hrw.com are online textbooks to support Grade 5, 7, 9, 10, 11 Instruction in Social Studies

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MyTomorrow Mobile App	MyTomorrow Mobile App		Cincinnati Public Schools					Internal social media environment to connect with CPS students by sharing positive and inspirational messages.
National Geographic Kids National Library of Virtual Manipulatives								
Native Numbers	Native Numbers		Native Brain, Inc.	Math				Complete number sense mastery Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Naviance Achieveworks			Hobsons	Career Tech	District Purchased	Approved		Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Naviance Do What You Are			Hobsons	Career Tech	District Purchased	Approved		Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Naviance Learning Style			Hobsons	Career Tech	District Purchased	Approved		Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Naviance Multiple Intelligence			Hobsons	Career Tech	District Purchased	Approved		Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Naviance Succeed			Hobsons	Career Tech	District Purchased	Approved		Help high school students understand their strengths, connect their interests to careers, set goals and develop self-knowledge and personal motivation
Nearpod (see additional information in the notes column)	Nearpod		Nearpod					Providing interactive presentations, collaborations and real-time assessment tools into one solution.
NewsELA	NewsELA		NewsELA, Inc.					
NHANow		Career Tech	Ascend Learning, LLC	Career Tech				Other names for this are: Assessment Technologies Institute LLC, Ascend Learning, National Healthcare Association and ATI Nursing Education
No Red Ink			NoRedInk Corp					Bulks stronger writers through Interest-based curriculum, adaptive exercises and actionable data learn about using primary resources in research and improve their evidence-based writing.
NoodleTools			NoodleTools					Online music writing application that lets you create, view, print and hear professional quality music notation.
Noteflight			Hal Leonard Corporation	Fine Arts				Helps students develop a deeper understanding of place value while building their computation skills with multi-digit numbers.
Number Pieces Basic	Number Pieces Basic		Clarity Innovations	Math				Facilitates the natural development of children's number sense.
Number Rack Odyssey	Number Rack	Instruction	Clarity Innovations Compass Learning	Math		Approved		
Ohio As America Online Textbooks OnMedia		Social Studies Instruction (Grade 4 & 8)	Ohio History Connection	Social Studies	District Purchased	Approved		Ohio As America are on-line texts to support Grade 4 & 8 Social Studies Instruction. Media streaming software Join Ookii, the lovable dinosaur, as he guides your little ones on a fantastic voyage of creativity, where a child's simple hand-drawn squiggle can become a bird's nest, a lion's mane, a curly beard, and more! All it takes is a little imagination and a dash of encouragement from Ookii. Simply squiggle away, hit play and watch your drawings come alive!
Ookii Squiggles	Ookii Squiggles		Baby First & Lazzo	Preschool				4-8. Students build real-life decision-making & problem-solving skills as they choose their wagon party & supplies, read maps, plan routes, & guide teams through the wilderness. They develop solutions to help friends & family survive dangers of the long journey, including raging rivers, buffalo stampedes, sickness, & starvation.
Oregon Trail		Instruction/ Social Studies	The Learning Company	Social Studies				Osmo Coding Awbie uses hands-on physical blocks to control Awbie, a playful character who loves delicious strawberries. Each block is a coding command that directs Awbie on a wondrous tree-shaking, strawberry-munching adventure.
Osmo Coding Awbie	Awbie	Instruction	Tangible Play				Osmo	Now they can compose their own by arranging Osmo's Coding Blocks into patterns and sequences. So it's happy, hands-on play, and an awesome way to introduce Coding.
Osmo Coding Jam	Coding Jam	Instruction	Tangible Play				Osmo	

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Rosetta Stone	Rosetta Stone	Instruction/ Foreign Language	Rosetta Stone Ltd	Foreign Language	District Purchased	Approved		4-Adult. Interactive, step by step, foreign language immersion program. Web or CD based. Thirty languages. Provides immediate feedback, presents vivid pictures with sounds and creates real-life conversational simulations—not based on translation.
Safari Books Online Safe Schools	Safari Queue	Training	O'Reilly Media, Inc. Scenario Learning		District Purchased	Approved		Digital library that students can access in lieu of printed texts. Health & safety training software for staff
Sago Mini Sound Box Sammy's Science	Sago Mini Sound Box		Sago Mini Destination Success	Preschool				Introduce children to sound and music with this magical app – just shake, rattle and tap! Listen for cheerful chimms, horns, drums, animals and more.
SAP SuccessFactors SayHi Translate	SayHi Translate		SAP SuccessFactors SayHi, LLC	HR		n/a		Cloud-based HR software that helps unleash the full potential of employees and drive results instantly speak another language.
Schedule Star Scholastic.com		Application	Athletic Organization Aids	Athletics	District Purchased			Web-based sports scheduling software, designed by an Athletic Director for Athletic Directors. Keeps athletic departments organized & on-time. Posts schedules, scores, stats and photos automatically to HighSchoolSports.net, allowing community instant access.
Schoolmessenger		Notification system	SchoolMessenger	ITM	District Purchased	Approved		Email/text/phone notifications (robocalls) from schools to families/staff
Schoology		Learning Management System	Schoology	ITM	District Purchased	Approved		A learning management system for K-12 schools, higher education institutions, and corporations that allows users to create, manage, and share content and resources. Available to all staff and students
Science Fusion SCRATCH		Instruction	Houghton Mifflin Harcourt	Science ITM				Offers 2 complete curricula supported by online resources for planning, instruction and assessment.
Scratch Link Scratchjr	Scratchjr		Microsoft Scratch Foundation					Scratch Link enables Scratch 3.0 to connect to and control devices in the physical world. Coding for young children (ages 5-7)
Screencastify - Chrome Extension Seesaw: The Learning Journal Sensory Room	Seesaw: The Learning Journal		VLinks Media, LLC Seesaw Learning, Inc. Inclusive Technology					Recorder extension for Chrome. Capture, edit and share screencasts. Student driven digital portfolios A fun cause and effect activity.
Sentence Maker	Sentence Maker		Innovative Investments Limited					Interactive game that helps your child rapidly learn to make and complete their own sentences all with just the touch of their finger.
ServSafe Sheppard Software Ed Games			National Restaurant association Education Foundation					Food and alcohol safety training & certification exams
ShowMe Interactive Whiteboard Sibelius	ShowMe Interactive Whiteboard	Music	Leambat, Inc.					Record voice-over whiteboard tutorials and share them online
Sight Words SketchBook Express SketchUp Pro Skills Tutor (HMH) Skype	Sight Words		CFC s.r.o.					Sight Words offers children an easy-to-use interface and a grand choice of six fun educational games through which children can acquire mastery over this subject matter.
Slack.com			Slack	Treasurer's Department				Allows CP5 employees in the Treasurer / HR departments to collaborate with similar users at districts across the US to resolve issues and share best practices in using the Business PLUS Application.
SLP ToolKit Smartboard Smartboard Notebook			SLP Toolkit					Software platform with built in assessments & progress monitoring tools
SmartProcure SmartProcure Smarty Ants	Smarty Ants		SmartProcure SmartProcure Achieve3000, Inc.	Purchasing Purchasing	Licenses managed by Purchasing	n/a		Information database of government purchase orders. Database of government purchase orders aid students with reading
Smarty Ants PreK-1	Smarty Ants PreK-1		Achieve3000 Inc.	ELA				Accelerate students toward mastery of foundational reading skills

District Approved Technology List

Please check all 3 tabs when searching for an application ("Approved," "Approved with Restrictions," "Not Approved," "Under Review" - located at the bottom of this sheet)

Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safeguards Student Privacy	Alias	Description
Smore.com			Smore.com					Design beautiful and effective online flyers and newsletters Ideal for non-verbal individuals with Autism, Down Syndrome, Cerebral Palsy, and Intellectual disabilities. Provider of online and mobile publishing solutions for scholastic and collegiate journalism programs. Share understanding by answering formative assessment questions in a variety of formats; quizzes, quick question polls, exit tickets and space races
Snap + Core First	Snap + Core First		Tobii Dynavox, LLC					
SNO		Informational	SNO Sites					Provider of online and mobile publishing solutions for scholastic and collegiate journalism programs. Share understanding by answering formative assessment questions in a variety of formats; quizzes, quick question polls, exit tickets and space races
Socrative Student	Socrative Student		Showble, Inc.					Initiate formative assessments through quizzes, quick question polls, exit tickets and space races.
Socrative Teacher	Socrative Teacher		Showble, Inc.					Engineering resource - over 5,000 online training courses and software tutorials designed to help become a better engineer. make data collection and analysis even easier, whether you use Chromebooks, Computers, iPads & iPhones, Android devices, or our standalone dataloggers
Solid Professor			Solid Professor					Beginners can give robots commands by drawing a path in the app for their robot to follow. Intermediate coders can use Scratch blocks to learn more advanced logic, while pros can use text programming and write their own JavaScript. The SPRK+ Power Pack is the premium kit for educators to use Sphero in a classroom, robotics club, or in any maker environment you can dream up. Use Sphero Edu and Sphero Play to run the Sphero SPRK+
SPARKVue			PASCO Scientific					Online textbooks and curriculum for Math and ELA Tool to Increase reading
Sphero Edu (see additional information in notes column)	Sphero Edu		Sphero					ST Math starts by teaching the foundational concepts visually, then connects the ideas to the symbols and language PreK-3. Assesses general readiness, phonemic awareness, phonics, & early reading skills. Provide effective instruction during critical years of early readers' literacy development.
Sphero SPRK+ and Power Pack		Online textbooks/curriculum	Sphero	Curriculum	District Purchased	Approved		Determines math level of each student. Measures individual & class growth. Forecasts results on standardized tests. Assessments can be completed in less than 15 minutes.
SpringBoard			Collegeboard					Determines reading level of each student. Measures individual & class growth. Forecasts results on standardized tests. Assessments can be completed in less than 10 minutes.
Square Panda	Square Panda		Square Panda, Inc.					Website that teaches basic reading and writing skills Stop motion animation set to shape kids' imagination and creativity To provide additional support to students around specific areas of academic deficiencies in math and also to enhance Tier 1 math instruction in order to increase the number of students proficient on the AIR and EOC assessments. Connect students to the global economy with virtual investing and real-world learning
ST Math			MIND Research Institute	Math				
Star Early Literacy		Instruction/ Reading	Renaissance Learning	Primary Reading		Approved		
Star Math		Instruction/ Math	Renaissance Learning	Math		Approved		
Star Reading		Instruction/ Reading	Renaissance Learning	English		Approved		
Starfall		Instruction	Starfall Education Foundation			Approved		
Stikbot Studio Pro	Stikbot		Zing					
STMATH			Mind Research Institute	Math				
Stock Market Game			SIFMA Foundation					
Starcenter.org								
SuccessMaker		Instruction/ Learning Management System	Pearson Digital Learning	English - pre K				
Sumdog		Math						
Swift Playground	Swift Playground		Apple					Solve interactive puzzles in the guided "Learn to Code" lessons to master the basics of coding.
Swiwl		Instruction						
Talking Tactile Tablet			Touch Graphics, Inc.					Peripheral designed for use as a viewer for audio/tactile materials
Tap N See Now	Tap N See Now		Little Bears Sees					App created specifically for children with cortical visual impairment.

District Approved Technology List

Please check all 3 tabs when searching for an application ("Approved," "Approved with Restrictions," "Not Approved," "Under Review" - located at the bottom of this sheet)

Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safaguards Student Privacy	Allas	Description
TCI Social Studies			TCI					K-12 publishing company that creates science and social studies curriculum to enable educators to improve their ability to engage students in a diverse classroom
Teach Your Monster to Read Teacher Tube			The Usborne Foundation	ECE				Series of games to teach kids to learn to read, covering letters and sounds to reading full sentences.
Teachley - iPad App	Teachley: Additonal Adventure		Teachley					Additonal Adventure is an engaging game that teaches addition. The Additonal characters model effective strategies for solving math facts. Children practice using these strategies during the tool round, while the speed round encourages memorization, providing hints as needed.
TeachMe			TeachMe, Inc.					Creates innovative games and apps that combine learning with fun
TeachMe 1st Grade TeachMe.com	TeachMe: 1st Grade		24x7digital LLC					Teaches 4 age-appropriate subjects to 1st grade children: sight words, addition, subtraction and spelling
Tenmarks		Online math tool		Math		Approved		Online math practice 1-12 grades
Termite Torpedo Text Edit			American Printing House for the Blind, Inc.					Arcaide style educational game designed for low vision users.
theeet.com ThinkCentral (HMH)		Online Text Books	Ewell Educational Services HMH	Career Tech Curriculum	District Purchaed	Approved		Agricultural education programs and helping teachers help their students through online solutions.
ThinkCERCA TI-Nspire		Math	ThinkCERCA	ELA				Produces literacy courseware for elementary through high school students
Time Magazine - Time for Kids				Social Studies				
TinkerCad			Autodesk, Inc.					Online collection of software tools that help people think, create and make. An ideal introduction to Autodesk.
Tippy Talk	TippyTalk		TippyTalk					allows a person living with a verbal disability to communicate by translating pictures into text messages which are then sent.
Toca Life: City Tool Path (CNC)	Toca Life: City		Toca Boca	Preschool				Playtime meets storytime in this adorable creative canvas from a trusted name in educational apps. With so many locations to explore, characters to dress up, and objects to interact with, kids are free to invent their own reasons for why kitties are loose in the hair salon, cooler still; young storytellers can record and narrate short videos of their creations
Toontastic 3D TouchMath Tutor	Toontastic 3D		Google LLC TouchMath	Math				Draw, animate and narrate your own cartoons. Math software for grades K, 1 and 2
Turbo Phonics Tynker Vello Online Tutoring Verbal Me VLC Media Player	Tynker Verbal Me		American Printing House for the Blind, Inc. Tynker fishdog.net					Phonics program to develop reading skills for student who have low vision to have success as they prepare to read Coding for kids Helps non verbal students participate in class
Vocabulary.com Vyond			Vocabulary.com GoAnimate, Inc.					Combines the world's smartest dictionary with an adaptive learning game Make animated videos in the classroom.
WeVideo	WeVideo: Movie & Video Editor		WeVideo, Inc.					Online video editor - capture, create, view and share movies
Whooo's Reading			Whooo's Reading					Higher-level thinking alternative to multiple choice. Get students writing about what they read.
WhyTry Windows Moviemaker			WhyTry Organization					Resilience education curriculum that provides hands on solutions for dropout prevention, violence prevention, truancy reduction and increased academic success.
Wixie WMV Player Wolfram CDF Player		Math	Teach4Learning	Curriculum				Online publishing platform that lets students share what they know through their writing, voice and art. Added per Emily on Dec 14

District Approved Technology List

Please check all 3 tabs when searching for an application ("Approved," "Approved with Restrictions," "Not Approved," "Under Review" - located at the bottom of this sheet)

Software/App Title	Mobile App	Type of Software	Vendor	Department	Licensing/Support Information	Safeguards Student Privacy	Allas	Description
Word Clouds by ABCYa.com Wordle	Word.CLOUDS.by.ABCYa.com		ABCYa.com					Easy to use app to create and share word clouds.
World Book Online			World Book, Inc.					Free online encyclopedia resource
Write Source (versions 2-8)								
Xhibit Digital Signage			Nor-Com, Inc.					Digital signage system
XtraMath			XtraMath					Supplemental math activities
YouTube								
Zearn Math			Zearn	Math				Personalized learning experience for every K-8 student
Zinc Learning Labs			Zinc Learning Labs	ELA				Thought provoking news articles to engage students across reading levels and interests.
zSpace								Learning through AR/VR

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Data Security Procedures	
Procedure No. 7540-00-02	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy" 7540.04 "Employee Network and Internet Acceptable Use Policy" 2416 "Student Privacy and Parental Access to Information," 8330 "Student Records"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policies 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy", 7540.04 "Employee Network and Internet Acceptable Use Policy", 2416 "Student Privacy and Parental Access to Information," and 8330 "Student Records," the following administrative procedures have been developed by the ITM Department. The purpose of this document is to inform employees at Cincinnati Public Schools of the rules and procedures relating to data security compliance.

Cincinnati Public Schools takes the privacy of our employees and students very seriously. To ensure that we are protecting our organization and student data from security breaches, these procedures must be followed and will be enforced to the fullest extent.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Data Security Procedures

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Application for Technology Initiative	<u>ATI Form online</u>	
2. sFTP Account Request Form	<u>sFTP Account Request Form</u>	
3. Software Standards/Approved Software List	<u>Software Standards/Approved Software List Online</u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



Data Security Procedures

Purpose

In compliance with Board policies 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy", 7540.04 "Employee Network and Internet Acceptable Use Policy", 2416 "Student Privacy and Parental Access to Information," and 8330 "Student Records," the following administrative procedures have been developed by the ITM Department. The purpose of this document is to inform employees at Cincinnati Public Schools of the rules and procedures relating to data security compliance.

Cincinnati Public Schools takes the privacy of our employees and students very seriously. To ensure that we are protecting our organization and student data from security breaches, these procedures must be followed and will be enforced to the fullest extent.

Scope

This procedure applies to all data, but is not limited to electronic information found in email, databases, applications, and other media, or paper information, such as hard copies of electronic data, employee files, internal memos, and so on. It is inclusive of data outside of Cincinnati Public Schools stored in a cloud service, and/or held on a mobile computing device.

This procedure applies to staff who may be creators and/or users of such data. The procedure also applies to third parties who access and use Cincinnati Public Schools systems and IT equipment or who create, process, or store data owned by Cincinnati Public Schools.

This procedure applies to all employees, management, contractors, vendors, business partners, and any other parties who have access to district data.

Definitions

Data Classifications

- 1. Public Data.** This is defined as information that is generally available to anyone within or outside of the district. Access to this data is unrestricted, may already be available, and can be distributed as needed. Public data includes, but is not limited to, marketing materials, Ohio Department of Education reports, financials, etc. All Public Records Requests must comply with Ohio Revised Code 149.43 and must be handled by Public Affairs or Legal Counsel.

2. **Private/Confidential Data.** This is defined as student or staff data that is only accessible to specific groups. Confidential data includes, but is not limited to, personally identifiable student data, social security numbers, personnel files, staff or student contact information.

Procedures

1. It is the responsibility of everyone who works at to protect our data. Even unintentional abuse of classified data will be considered punishable in accordance with the extent and frequency of the abuse.
2. Employees may send or communicate a public piece of data with anyone inside or outside of the district, however all public records request must be handled by Public Affairs or Legal Counsel.
3. Employees may not disclose Private/Confidential data to anyone who is not a current employee of the district or who does not have a legitimate educational interest in the information, refer to the Family Educational Rights and Privacy Act (FERPA) and CPS Board Policy 8330 Student Records.
4. Data that falls under Private/Confidential classifications must be
 - Encrypted while in transit (secure HTTP or secure FTP). Employees can request secure FTP accounts using the FTP form at <https://sites.google.com/a/cpsboe.k12.oh.us/itm/forms>
 - Encrypted or password-protected if stored on external jump drives, hard drives, or mobile devices such as phones, tablets or laptops (including personal devices if used to store private/confidential company data)
 - Stored in restricted personal or school/departmental network shared drives
 - Stored in restricted company cloud services such as Google Apps for Education (not personal Google or Dropbox accounts)
5. All Cincinnati Public Schools employees are responsible for adhering to the procedure and reporting any activities that do not comply with this procedure.
6. All Cincinnati Public Schools employees are required to complete Cyber Security Awareness training each year.
7. Non-employees who provide educational services for students must request access to individual student information. Role-based access control will be utilized to determine the appropriate system and role for non-employees. Refer to the Data Sharing Practices document to determine which non-employee roles are permitted access to student data. Non-employees requesting system accounts must submit 3 forms (Non-CPS Account Request, Non-CPS Confidentiality, and Non-CPS Acceptable Use) found at <https://sites.google.com/a/cpsboe.k12.oh.us/itm/forms>
8. Data systems that collect student information (even if offered at no cost) are categorized as Private/Confidential. Use the following procedures for any data systems that collect student data:

Teacher and Principal Procedures for Student Data Privacy

1. Before you use any software that requires you or students to enter any student data (for example, first name, last name, student ID, student email address or birthdate, etc), check the [CPS Approved Software List](#).
2. When you find the tool you want to use, check the "Safeguards Student Privacy" status. If it's listed as "Approved" that means that student data

can be entered and shared with the company that runs the tool, and you are clear to use it.

3. If you don't find the website or app you are looking for on the list or the "Safeguards Student Privacy" status is not yet "Approved," you will need to submit an [Application for Technology Initiative \(ATI\)](#), found on the ITM MyCPS website, even if the website or app is free. The Terms of Service will be reviewed for the criteria listed below* to make sure that all student data is safe and secure and used for proper purposes. The exception is any tool listed on the national Student Data Privacy Pledge at <http://studentprivacypledge.com/signatories>. These systems already meet student data privacy guidelines by pledging to meet all of the criteria listed in the checklist. It is approved to share student data in these tools.
4. Student data can also be anonymized.
 - This means that wherever you are incorporating personal identifiable information about a student, you instead put in anonymous information. For example, instead of a student's first name, you would put "Blue" and instead of the last name, you would put "Bonnet" or "Bunny" or "Suede Shoes". However, note that this could be unwieldy for you as a teacher to keep track of which student is "Blue Bonnet" and which is "Red Rover".
 - If you are putting fake names in for students, please ensure that there is no other personal identifiable information about the student (such as their email address, home address, etc). If you or the student incorporate any personal identifiable information into the system on an app that has not been pre-approved by the District, you must get the approval of ITM/Legal after review of the Terms of Service*.

ALL STAFF Procedures for Student/Staff Data Privacy

1. Don't store student/staff data on flash drives. They are easy to lose and could put the data at risk.
2. Encrypt or password-protect files when storing student/staff data on your cell phone and laptop. All CPS laptops and cell phones should have a password or pin required to unlock.
3. If you lose a flash drive, cell phone or laptop, make sure to tell your supervisor, as soon as possible, so that the District can take appropriate actions in response.
4. Don't send student/staff data to anyone that doesn't have a legitimate educational need for it. This is federal law (FERPA).
 - This is especially true of anyone not working for Cincinnati Public Schools.
 - Even with other CPS employees, only send the data that is needed to the people who need it.
5. Be careful about putting student/staff data into emails. Encrypt or password-protect any email attachments that contain student/staff data.
6. Don't store student/staff data in online services such as a personal Dropbox or your personal Google account. If you must store student/staff data in a cloud service, use your district Google Drive.

7. Even when you use your district Google Drive, make sure that the sharing permissions on the document, sheet, or folder are locked down as tightly as they can be. If you need help with this, call the Help Desk or visit <https://support.google.com/drive/answer/2494893?co=GENIE.Platform%3DDesktop&hl=en>
8. Be careful about leaving student/staff data unattended in your vehicle.

***Terms of Service Checklist**

When ITM/Legal reviews a Terms of Service and/or Privacy Policy for a new system, they will use [this checklist](#) to determine whether the system meets the minimum guidelines for data privacy, confidentiality and security practices.

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/TOS_Guidance_Mar2016.pdf

In addition, the following systems already meet student data privacy guidelines by pledging to meet all of the criteria listed in the above checklist. It is approved to share student data in these tools. <https://studentprivacypledge.org/signatories/>

Passwords

Purpose

Passwords are the primary form of user authentication used to grant access to Cincinnati Public School's information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines, the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access to Cincinnati Public School's information systems, and thereby compromising the security of those systems.

Scope

The Password Policy applies to all information systems, information components, and employees of Cincinnati Public School, including all temporary or contract workers. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines, the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access Cincinnati Public School's information systems, and thereby compromising the security of those systems.

Procedures

1. Passwords must be constructed according to set length and complexity requirements. As such, passwords must be 8 characters in length and must include letters (both upper or lower case), numbers, and special characters (when the system allows).
2. Passwords should be changed at least every 40 days for staff and every 90 days for students.
3. Passwords should not be reused. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.

4. Passwords are to be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
5. Passwords are to be individually owned and kept confidential and are not to be shared under any circumstances.
6. Initial passwords after implementation of a new system should be changed by each individual user upon first use.

An employee found to have violated these procedures may be subject to disciplinary action, up to and including termination of employment per Board policy 7540.04 "Employee Network and Internet Acceptable Use Policy" and 7540 "Computer Technology and Networks."



Secure File Transfer (SFTP) Server Account Request Form/Policy

Directions: Fill out **both** pages of this form, submit for signatures, and return completed form to **Chief Information Officer, Sarah Trimble-Oliver, via fax (363-0055) or pony (Superintendent's Office)**. *All fields are required.*

Please note that this form must be signed by the director of the department requesting SFTP access

SFTP User Information			
Name			
Company Name			
Company Address			
SFTP User Phone Number			
SFTP User Email Address			
Date SFTP access is required		Date SFTP access will no longer be required	
Purpose for using CPS SFTP access			
CPS Staff Member requesting access for the user listed above			
Name			
Department/School			
Phone Number			
Email Address			
Department Director Approval			
Name			
Signature			
Date			

SFTP Users also need to sign and submit page 2 of this form. Both pages of the form should be submitted together.

Office Use Only

CIO (Initial)	
Date	

Secure File Transfer Policy and Procedure

1.0 Purpose

The purpose of this policy is to define standards for connecting to Cincinnati Public Schools' network from any host. These standards are designed to minimize the potential exposure to Cincinnati Public Schools from damages which may result from unauthorized use of Cincinnati Public Schools resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image and damage to critical Cincinnati Public Schools internal systems.

2.0 Scope

This policy applies to all Cincinnati Public Schools employees, contractors, vendors and agents with a Cincinnati Public Schools-owned or personally-owned computer or workstation used to connect to the Cincinnati Public Schools network. This policy applies to secure file transfer (SFTP) connections used to share files with Cincinnati Public Schools.

3.0 Policy

3.1 Requirements

1. Secure remote access must be strictly controlled.
2. At no time should any Cincinnati Public Schools employee, contractor or vendor provide their login or password to anyone, not even family members.
3. It is the responsibility of the department/entity to notify CPS when an SFTP user leaves their employment or the account is no longer required.
4. SFTP Clients must be SSL compatible. SmartFTP and WinSCP are free clients with SSL compatibility are approved by but not required by CPS.
5. Users may not transfer any executable, program codes or databases without prior approval from CPS.
6. Detection of illegal use or practices detrimental to CPS or CPS students, faculty or staff will result in the withdrawal of services to the individual determined to be at fault. ITM will be the sole arbiter of this decision and services will only be restored to the individual upon successful appeal to the ITM.
7. Users may not offer for download, either publicly or privately, pornography or any files in any format for which you do not own the copyright, or do not have the copyright holder's permission.
8. Users are entirely responsible for any activity conducted on their SFTP Area.
9. ITM reserves the right to audit log files whenever deemed necessary. Logging captures but is not limited to account information, login date and time, files transferred, and other prudent information.
10. The SFTP service is not intended for long term storage of files. Please remove files once they have been transferred to/from their intended recipient. Unless prior arrangements are made, files older than 30 days will be deleted from the server.
11. Data backups of files on this server are for disaster recovery only. Please maintain copies of all files in a separate location.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and removal of remote access privileges.

5.0 Procedures

1. A SFTP Request form, including this policy document needs to be completed and signed by the individual requiring SFTP access and returned to CPS CIO.
2. After request form is received and approved by the CIO, a user account will be created and an email notifying the requestor of its creation will be sent
3. SFTP Password changes may be requested through the CPS ITM Department.

I understand and agree to these terms.

Name of SFTP User	
Signature of SFTP User	
Date	

This page should accompany page 1 of the form.

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Access Security Procedures	
Procedure No. 7540-00-03	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy" 7540.04 "Employee Network and Internet Acceptable Use Policy" 2416 "Student Privacy and Parental Access to Information," 8330 "Student Records"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policies 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy", 7540.04 "Employee Network and Internet Acceptable Use Policy", 2416 "Student Privacy and Parental Access to Information," and 8330 "Student Records," the following administrative procedures have been developed by the ITM Department. The purpose of this document is to inform employees at Cincinnati Public Schools of the rules and procedures relating to data access compliance.

Cincinnati Public Schools takes the privacy of our employees and students very seriously. To ensure that we are protecting our organization and student data from security breaches, these procedures must be followed and will be enforced to the fullest extent.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Access Security Procedures

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Account Request Form	<u>Account Request Form Online</u>	
2. Non CPS Employee Account	<u>Non CPS Employee Account Forms</u>	
3. Email/Home Drive Data Access Request Form	<u>Email/Home Drive Data Access Request Form</u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



Access Security Procedures

Purpose

In compliance with Board policies 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy", 7540.04 "Employee Network and Internet Acceptable Use Policy", 2416 "Student Privacy and Parental Access to Information," and 8330 "Student Records," the following administrative procedures have been developed by the ITM Department. The purpose of this document is to inform employees at Cincinnati Public Schools of the rules and procedures relating to data access compliance.

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Anti-Virus

Purpose

A virus is a piece of potentially malicious programming code that will cause some unexpected or undesirable event. Viruses can be transmitted via email or instant messaging attachments, downloadable Internet files, disks and flash drives. Viruses are usually disguised as something else, and so their presence is not always obvious to the computer user. A virus infection can be very costly to Cincinnati Public Schools in terms of lost data, lost staff productivity, and/or lost reputation.

As a result, one of the goals of Cincinnati Public Schools is to provide a computing network that is virus-free. The purpose of this policy is to provide instructions on measures that must be taken by Cincinnati Public Schools employees to help achieve effective virus detection and prevention.

Scope

This procedure applies to all computers that are connected to the Cincinnati Public Schools network via a standard network connection, wireless connection, modem connection, or virtual private network connection. The definition of computers includes desktop workstations, laptop computers, mobile devices, servers, and /or any device capable of data processing.

Procedures

1. Cincinnati Public Schools uses Microsoft Endpoint Protection on district devices as the standard anti virus package. All computers attached to the Cincinnati Public Schools network must have a standard, supported anti-virus software installed. This software must be active, scheduled to perform virus checks at regular intervals, and have its virus definition files kept up to date. Refer to Board Policy 7540.06 "Virtual Private Network"
2. Any activities with the intention to create and/or distribute malicious programs onto the Cincinnati Public Schools network (e.g. viruses, worms, Trojan horses, email bombs, etc.) are strictly prohibited. Refer to Board Policies 7540.04 "Employee Network and Internet Acceptable Use and Safety" and 7540.03 "Student Network and Internet Acceptable Use and Safety"
3. If an employee receives what he/she believes to be a virus or suspects that a computer is infected with a virus, it must be reported to the IT Help Desk immediately at 513-363-0390. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.
4. No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT department.
5. Any virus-infected computer will be removed from the network immediately by IT until it is verified as virus-free.
6. Always have the standard anti-virus software provided by Cincinnati Public Schools on all CPS devices.
7. Never open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source.
8. Never open any files or macros attached to an email from a known source (even a co-worker) if you were not expecting a specific attachment from that source.
9. Be suspicious of email messages containing links to unknown websites. It is possible that the link is a malicious executable (.exe) file disguised as a link. Do not click on a link sent to you if you were not expecting a specific link.
10. Never copy, download, or install files from unknown, suspicious, or untrustworthy sources or removable media.
11. Never forward, transmit or send suspicious files to others.
12. Avoid direct portable drive (e.g. memory stick) sharing with read/write access. Always scan a portable drive for viruses before using it.
13. If instructed to delete email messages believed to contain a virus, be sure to also delete the message from your Deleted Items or Trash folder.
14. Store critical data and systems configurations on an appropriate network share drive to ensure regular backups.
15. Regularly update virus protection on personally-owned home computers that are used for business purposes. This includes installing recommended security patches for the operating system and other applications that are in use.

16. All employees and students are responsible for taking reasonable measures to protect against virus infection - refer to Board policies 7540.04 "Employee Network and Internet Acceptable Use and Safety" and 7540.03 "Student Network and Internet Acceptable Use and Safety." Student violations of this policy should be handled per the Student Code of Conduct.

Administrative Rights

Purpose

The granting of administrative rights to an employee of Cincinnati Public Schools over an individual desktop, laptop, or other end-user device is a privilege only awarded to individuals who require this level of access and control in order to do their jobs effectively. The goal of this procedure is to describe the circumstances under which administrative rights can be granted as well as the terms and conditions upon which this privilege will be granted.

Procedures

The granting of administrative rights allows the individual to change the configuration settings of a given machine and install software on that machine. As a result, these rights can expose the Cincinnati Public Schools network to malware and other security exploits. In addition, incorrect configuration of machines can lead to performance problems, potentially resulting in machine downtime, lost productivity, and higher support costs.

Given the serious consequences of mishandling or abuse of administrative rights, these rights will only be granted under the condition that they are essential for the performance of the grantee's standard job duties.

The designated individuals with security expertise in the IT Department reserve the right to temporarily grant administrative rights or revoke administrative rights if there is a clear business need or if there is a documented history of security policy violation.

Access Procedures

Purpose

This procedure will help to ensure that IT resources and information assets are properly protected against unauthorized access, while meeting the access requirements for all authorized users. All employees are required to be aware of and implement necessary controls in these procedures for providing authorized access and preventing unauthorized access to IT resources and information.

Procedures

1. No personal devices or computers should be connected to any CPS network other than publicly provided guest network.
2. Systems accounts for employees are created based on entry into the Human Resources system. Systems accounts for students are created based on entry into the Student Information system. Role-based accounts will be created with the minimum privileges required to complete the appropriate functions in each system.
3. Generic or guest accounts to any systems are not permitted for general use. To request a temporary guest account for specific events, please contact the ITM help desk. Shared or guest accounts will only be activated for the time period of the specific event.
4. Individuals who require access to Cincinnati Public Schools network from a device external to the CPS network can request a Virtual Private Network account, see Board policy 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy." Employees can request VPN accounts using the form at <https://sites.google.com/a/cpsboe.k12.oh.us/itm/forms>
5. Employees may request access to CPS email account on personal devices such as phones or tablets by submitting the Gmobile Request Form and Usage Agreement found under Groupwise Forms at <https://sites.google.com/a/cpsboe.k12.oh.us/itm/forms>. Personal devices must be password protected if CPS email account is accessible.
6. There may be a need for a department to have access to email items from a former employee's account. In this instance, a supervisor may submit the Email/Home Drive Data Request found at <https://sites.google.com/a/cpsboe.k12.oh.us/itm/forms>
7. Employee email and instant message accounts are public record and could be included in a public records requests or litigation. The Email/IM Administrator will search CPS accounts only at the direction of General Counsel.
8. Employees should immediately report any violations of the procedures above to their manager. Student violations of these procedures should follow the Student Code of Conduct.

Social engineering

Purpose

Social Engineering is the acquisition of sensitive information or inappropriate access privileges by an outsider, based upon the building of inappropriate trust relationships with insiders. It is the art of manipulating people into actions they would not normally take. The goal of social engineering is to trick someone into providing valuable information or access to such information.

Procedures

1. Sensitive information should not be shared with an unauthorized individuals. Individuals may use the following phrases or techniques to inappropriately gain access to information:
 - a. An "urgent matter"
 - b. A "forgotten password"
 - c. A "computer virus emergency"
 - d. Any form of intimidation from "higher level management"
 - e. Any "name dropping" by the individual which gives the appearance that it is coming from legitimate and authorized personnel.
 - f. The requester requires release of information that will reveal passwords, model, serial number, or brand or quantity of resources.
 - g. The techniques are used by an unknown (not promptly verifiable) individual via phone, email, online, fax, or in person.
 - h. The techniques are used by a person that declares to be "affiliated" with such as a sub-contractor.
 - i. The techniques are used by an individual that says he/she is a reporter for a wellknown press editor or TV or radio company.
 - j. The requester is using ego and vanity seducing methods, for example, rewarding the front desk employee with compliments about his/her intelligence, capabilities, or making inappropriate greetings (coming from a stranger).
2. If there is an suspicion about the identity of a requestor, employees MUST verify the identity of the requestor through such methods as security questions or contacting the requestor through a phone number or email address already on file with CPS.
3. If the identity of the requester described above CANNOT be promptly verified, the person must contact his/her supervisor or direct manager.

All employees must participate in the security awareness training each year.

An employee found to have violated these procedures may be subject to disciplinary action, up to and including termination of employment per Board policy 7540.04 "Employee Network and Internet Acceptable Use Policy" and 7540 "Computer Technology and Networks."

PowerSchool and Dashboard Account Request Form

Note: Novell & Active Directory network and email accounts are set up by the Novell Account Administrator.			
*Paraprofessionals are assigned email and Schoology accounts unless they perform specific job functions that require additional access. If you are requesting PowerSchool for a Paraprofessional, please be sure to list their duties below.			
<ul style="list-style-type: none"> ▪ No accounts will be created without the Administrator/Supervisor's signature on this form. ▪ The AUP (Acceptable Use Policy) must be signed before any accounts will be created. ▪ Accounts for Non-CPS personnel will only be created upon receipt of the necessary Non-CPS user forms. ▪ Administrator/Supervisor must inform ITM immediately if a non-CPS personnel account should be deactivated. 			
Date:		School/Dept:	
Full Name: <i>Last, First</i>		User's Title:	
Check here if user is a CPS Employee OR fill in their employer & email below.		User's School Phone Number	
Employed by:		Non-CPS email address:	
Additional Locations Needed (if any):			
Employee Being Replaced (if any):			
List Job Functions (Required):			
Administrative PowerSchool <i>(check access below)</i>		Administrative Dashboard <i>(check access below)</i>	
Attendance	VIEW	MODIFY	SCHOOL WIDE ACCESS
Discipline	VIEW	MODIFY	DISTRICT ACCESS
Enrollment	VIEW	MODIFY	
Scheduling	VIEW	MODIFY	
Health	VIEW	MODIFY	PowerTeacher - Not required for regular classroom teachers. For anyone that will have courses & students assigned to them but are not an employee or a certificated teacher. They will appear in your teacher list and have a grade book.
Fees	VIEW	MODIFY	Current CPS Username:
Mark Reporting	VIEW	MODIFY	
Master Scheduler	YES	NO	
APPROVAL:			
Administrator/Supervisor Signature:		Administrator/Supervisor Printed Name and Title:	
Phone:	FOR ITM USE ONLY:		

Fax this form to 513-363-0381 Attn: Andra Weaver or scan and email the signed form to weavera@cpsboe.k12.oh.us. Please call the HelpDesk at 513-363-0390, option 1 with questions. Requests are processed in the order in which they are received. Missing information will delay the account process.

ITM Data Request Form

Email & Home Directory Data for Employees no Longer Employed by CPS



This form is to assist schools/departments in retrieving information from an employee's Novell and/or GroupWise account that has left the District.

ITM automatically disables users no longer employed by CPS. **The account will be removed 60 days after the user's departure.** If your school/department needs the employee's data, please complete this form in Microsoft Word and return the form to ITM for access to the data.

Please fill in the information below for the user account that is currently disabled:

Employee Name - Disabled Account	
Employee Email Address – Disabled Account	
Department/School	

Please choose YES/NO in the boxes below for the access needed:

Choose an item.	Retain email access
Choose an item.	Access to employee's files on their home directory

Person you are granting access to:

Full Name	
Email address	
Principal/Department Head	

This form must be emailed by the Principal or Department head only to Account Request Forms, Novell and GroupWise (Type *account* in the TO: line and the address will auto-fill). Please reference Data Request – *employee name* in the subject of the email. Faxes or paper copies are not accepted, as the email serves as the digital signature of the Principal/Department Head.

Once the form is returned:

- ITM will grant proxy rights to Retain for email if applicable to the user named above.
- ITM will copy all home directory files if applicable to the user named above.
- ITM will email both the Principal/Department head and designated user to notify them access is available.

Last Updated 1/29/2012

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Technology Governance and Project Approval Procedures	
Procedure No. 7540-00-04	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 Computer Technology and Networks	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.
 In compliance with Board Policy 7540 "Computer Technology and Networks," the following administrative procedures outline the ways in which ITM department will ensure that safeguards are established to protect the district's investments in both hardware and software and will ensure the effectiveness of this hardware and software to ensure maximum benefit and ROI to the district.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.
Technology Governance and Project Approval Procedures



Technology Governance and Project Approval Procedures

Purpose

In compliance with Board Policy 7540 "Computer Technology and Networks," the following administrative procedures outline the ways in which ITM department will ensure that safeguards are established to protect the district's investments in both hardware and software and will ensure the effectiveness of this hardware and software to ensure maximum benefit and ROI to the district.

For MAJOR IT projects or initiatives (defined as greater than three months in duration or \$100,000 investment or a significant level of complexity) :

- Approval and prioritization needed from the Technology Steering Committee (TSC).

Purpose of the Technology Steering Committee

The Technology Steering Committee (TSC) sets directions through prioritization and decision making about IT investments. The committee will:

1. Provide strategic leadership for IT through the alignment of IT strategic objectives and activities with district strategic objectives and processes.
2. Prioritize IT investment initiatives and deliver final approvals and recommendations on proceeding with proposed IT projects.
3. Ensure open communication between the IT department and the other functional units at Cincinnati Public Schools so as to promote collaborative planning.

The steering committee is not responsible in any way for the IT department operating budget, IT department staff, or any other aspect of day-to-day IT operations or management.

Agenda

The agenda of a typical steering committee meeting will include the following items:

1. Review and set disposition for new project proposals (i.e. approve, decline, or defer).
2. Review major projects in flight and discuss concerns (i.e. status and issues).
3. Review any changes in IT/business capacity.
4. Review the project priority list to consider adjustments.

Membership

Members of the steering committee include:

- Chief Information Officer – Chair
- Assistant Superintendent(s) – Vice-Chair
- Curriculum Director
- IT Directors
- School Principals

- Treasurer or Assistant Treasurer
- Director of HR
- Chief Operations Officer
- Chief Communications Officer
- Ad hoc members, as required, who are experts of particular business processes or technologies.

All permanent members of the steering committee should be very familiar with the IT department's policies, procedures and practices. As well, all permanent members should have the authority to make decisions and take actions on behalf of the business unit they represent.

If any member is unable to attend the majority of steering committee meetings, then the committee chair will designate a replacement.

TSC Procedures

- The steering committee shall meet on a quarterly basis. These meetings will be scheduled by the TSC chair or designated proxy.
- All technology project/initiative proposals must be submitted through the [CPS "Application for Technology Initiative" \(ATI\)](#). This methodology includes clear definitions of business measures and benchmarks of progress, namely a cost/benefit analysis, measurable metrics to define impact and success of the project, and professional development plan.
- Projects over \$100,000 must be selected via a competitive bid process per the CPS Purchasing procedures.
- [The ATI](#) must be submitted to the TSC chair by the sponsoring business unit at least 5 business days in advance of the TSC meeting.
- Project proposals to be reviewed by the TSC will be sent by the committee chair to the rest of the committee members at least 3 business days in advance of the meeting.
- The committee shall review all proposals for IT investment meeting the following criteria:
 - With projected costs over \$100,000 or
 - three months in duration or
 - significant level of complexity

This includes proposals from within the IT department as well as proposals from other departments that have a significant IT component.
- All proposals must be formally presented in person to the TSC by the business unit which will act as the sponsor for the proposed project throughout its lifecycle.
- All proposals must be reviewed and approved for technological merit and compliance by the IT department. Refer to CPS Technology Standards and Purchasing Procedures.
- Approval for all projects will be reached through a consensus vote of the TSC using the IT Project Value Scorecard
<https://docs.google.com/spreadsheets/d/13wwn3paXUKeQREqoUscdwckNU1MTEgmEcF0R-O3yUxE/edit#gid=0>
 which evaluates the project based on :
 - Strategic Alignment
 - Operational Alignment
 - Feasibility
 - Financial
- TSC has the authority to reject any proposal which it deems not to have made a sufficient business case or which does not significantly contribute to the strategic goals of Cincinnati Public Schools.
- At each meeting, the committee will receive progress reports on all previously approved proposals. The TSC can recommend the termination of any project which is not meeting its projected goals.

For NON-MAJOR IT projects or initiatives (defined as less than three months and less than \$100,000) :

- Sponsoring individuals or departments must submit the CPS “Application for Technology Initiative” (ATI) which will be reviewed, approved, and prioritized by the CIO & IT leadership team using the IT Project Value Scorecard
<https://docs.google.com/spreadsheets/d/13wwn3paXUKeQREqoUscdwcKNU1MTEgmEcF0R-O3yUxE/edit#gid=0>
which evaluates the project based on :
 - Strategic Alignment
 - Operational Alignment
 - Feasibility
 - Financial
- Projects over \$100,000 still must be selected via a competitive bid process per the CPS Purchasing procedures.
- For non-standard IT requests/initiatives, refer to “CPS Technology Standards and Purchasing Procedures.”

For smaller, operational IT requests:

- Requestors will submit a service request in the help desk service desk system or call the Help Desk, which will then follow the internal ITM escalation/approval process.
- For non-standard IT requests/initiatives, refer to “CPS Technology Standards and Purchasing Procedures.”

Failure to follow these procedures outlined above may result in delays in project implementation, incompatible systems, and/or impact to other major technology initiatives or projects.

An employee found to have violated these procedures may be subject to disciplinary action, up to and including termination of employment per Board policy 7540 “Computer Technology and Networks.”

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Application for Technology Initiative	<u>ATI Form online</u>	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Student Acceptable Use Policy (AUP) Procedures	
Procedure No. 7540-03-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.03 "Student Network and Internet Acceptable Use Policy"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policy 7540.03 "Student Network and Internet Acceptable Use Policy", the following administrative procedures have been developed by the ITM Department. These procedures will ensure that all students and families are aware of and acknowledge the proper student use of technological resources, including network and internet use, and that CPS assets, infrastructure, networks, hardware and software are protected.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i> <i>To ensure schools provide students instruction on the AUP and digital citizenship and have students digitally sign the AUP.</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- 1. Each fall, families receive communication in the "Back to School packet" about the student Acceptable Use Policy (AUP).***
- 2. ITM provides standard digital citizenship lessons, including the AUP, to school principals and tech coordinators through Schoology.***
- 3. Principals and tech coordinators deliver the curriculum to all students, according to their school's plan.***
- 4. Students review and digitally sign the AUP for their correct grade level.***
- 5. ITM sends AUP completion reports to the principal and tech coordinator to***

ensure all students digitally complete the form.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Student Internet Use Form (Grades K-2)	<u>Student Internet Use Form (Grades K-2)</u>	
2. Student Internet Use Form (Grades 3-6)	<u>Student Internet Use Form (Grades 3-6)</u>	
3. Student Internet Use Form (Grades 7-12)	<u>Student Internet Use Form (Grades 7-12)</u>	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

Cincinnati Public Schools

Student Acceptable Use Policy and Mobile Device Agreement

What is an AUP? Acceptable Usage Policy.

AUP is an agreement that you will follow the rules when using school computers.

Why is the AUP important?

Our district wants to protect you and the equipment you use.
The AUP tells you the rules and your responsibilities when using the computers.

The AUP reminds us that when you are using the computers it is not private.
Your teacher is watching and so are others on the internet.
You must remember to be respectful, responsible and safe.

What is the MDA? The Mobile Device Agreement?

An agreement that you will take care of the school devices.

Why is the MDA important?

The MDA helps to remind you to keep the computers in good working conditions.
It also tells you there are consequences if you destroy the computer.

I agree to:

- Always handle the computer properly.
- Use only the websites my teacher approves.



- Keep my username and password private.



- Keep all food and drinks away from the computer.



No Food or Drink

- Be respectful and kind when using the internet.



- Report anything on the internet that makes me sad, scared, uncomfortable or unsafe.



- Take financial responsibility if I damage the computer on purpose.



If you damage a device intentionally, you will be responsible for paying to fix

	Broken Screen	Broken Keyboard	Replacement Device	Other
HP Netbook 215 G1	\$350.00	\$199.00	\$125.00	Will Be Determined
HP Laptop 450 G1	\$267.00	\$48.00	\$400.00	Will Be Determined
HP x360	\$297.00	\$65.00	\$467.00	Will Be Determined
Lenovo Yoga	\$350.00	\$85.00	\$550.00	Will Be Determined
Kajeet Mobile Hotspot	n/a	n/a	\$145.00	Will Be Determined
Macbook Pro	\$500.00	\$205.00	\$1,199.00	Will Be Determined
Ipad	\$342.00	n/a	\$299.99	Will Be Determined
Laptop Charger	n/a	n/a	\$50.00	Will be Determined
HP Desktop PC	\$140.00	\$30.00	\$994.00	Will be Determined
Imac (desktop)	\$140.00	\$73.00	\$1,339.00	Will be Determined

Student Acknowledgement:

By entering my Username below and clicking the "E-Sign" button, I acknowledge that I have read, unde

Cincinnati Public Schools' Student Acceptable Use Policy(AUP) and Mobile Device Agreement(MDA).

Student Username:

[Click to E-Sign](#)

Cincinnati Public Schools Student Acceptable Use Policy and Mobile Device Agreement

AUP "I Will"

1. I will use technology for educational purposes only.
2. I will be a responsible digital citizen. I will not cyberbully or sext.
3. I will follow the Code of Conduct while using technology.
4. I will protect myself by not posting personal information.
5. I will be polite and use appropriate language.
6. I will notify an adult if an internet/security issue is identified.
7. I will treat my equipment with care and respect.

WHAT IS THE AUP/MDA?

AUP stands for "Acceptable Use Policy." It means that you agree to only do "acceptable" things when you are using Cincinnati Public Schools computers. The Cincinnati Public School district has rules that all students have to follow when they use the internet. The "Acceptable Use Policy" tells you and your parents what is "acceptable." It is an agreement that you must digitally sign for you to be allowed to use Cincinnati Public Schools computer equipment and network.

MDA stands for "Mobile Device Management." It means that you agree to handle devices in a safe and secure manner. This agreement states the following may cause you to be charged with repair or replacement costs of your mobile device:

- Damage caused by a result of horseplay in the vicinity of the mobile device.
- Damage caused by the spilling of liquid or food on the mobile device.
- Damage caused by closing the monitor on an object (e.g. pen, pencil, calculator, paper clip, etc.).

- Theft of the mobile device resulting from inadequate security precautions.
- Missing or lost mobile device.

	Broken Screen	Broken Keyboard	Replacement Device	Other
HP Netbook 215 G1	\$350.00	\$199.00	\$125.00	Will Be Determined
HP Laptop 450 G1	\$267.00	\$48.00	\$400.00	Will Be Determined
HP x360	\$297.00	\$65.00	\$467.00	Will Be Determined
Lenovo Yoga	\$350.00	\$85.00	\$550.00	Will Be Determined
Kajeet Mobile Hotspot	n/a	n/a	\$145.00	Will Be Determined
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Ipad	\$342.00	n/a	\$299.99	Will Be Determined
Laptop Charger	n/a	n/a	\$50.00	Will be Determined
HP Desktop PC	\$140.00	\$30.00	\$994.00	Will be Determined
Imac (desktop)	\$140.00	\$73.00	\$1,339.00	Will be Determined

WHY DOES THE CINCINNATI PUBLIC SCHOOL DISTRICT HAVE AN AUP/MDA?

A lot of people use the Cincinnati Public Schools' network and school devices. We need to make sure that everyone feels comfortable and safe using the network. We also need to make sure that our devices and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE DISTRICT NETWORK?

Using the internet in school is a privilege, not a right. The Cincinnati Public Schools' network, web pages, and email accounts are NOT private. CPS staff and the Cincinnati Police are able to "monitor" everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. You need to THINK before you do anything online that you would not want your teacher or parents to see.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP/MDA?

There are "consequences" or punishments for students who use the internet in unacceptable ways. Just like when someone breaks classroom rules, there are consequences if you don't follow the AUP/MDA rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP/MDA. If you do not follow this policy, you can lose your computer privileges in school. You can also be

punished under the Cincinnati Public Schools Code of Conduct. The Cincinnati Police Department will be called if a student has broken the law.

1. **I WILL BE RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I will not give my password to anyone. I will log off from my account when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. **I WILL BE RESPONSIBLE FOR MY LANGUAGE.** I will only use language on the internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. **I WILL BE RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "stalk" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. **I WILL BE RESPONSIBLE FOR MY USE OF THE CINCINNATI PUBLIC SCHOOLS' NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.
5. **I WILL BE RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
6. **I WILL BE RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CINCINNATI PUBLIC SCHOOLS' NETWORK.** I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.
7. **I WILL BE RESPONSIBLE FOR PROTECTING THE PROPERTY OF CINCINNATI PUBLIC SCHOOLS.** I will not break or destroy equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
8. **I WILL BE RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S ONLINE PROPERTY.** I will not "plagiarize." When I use information from a website, I need to let people know where I got the information. I will cite my resources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.
9. **I WILL BE RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.

Please watch the Cincinnati Public Schools Laptop Care [video](#).

Student Acknowledgement:

By entering my Username below and clicking the "E-Sign" button, I acknowledge that I have read, understand, and agree to the Cincinnati Public Schools' Student Acceptable Use Policy(AUP) and Mobile Device Agreement(MDA).

Student Username:

[Click to E-Sign](#)

Cincinnati Public Schools Student Acceptable Use Policy and Mobile Device Agreement

AUP "I Will"

1. I will use technology for educational purposes only.
2. I will be a responsible digital citizen. I will not cyberbully or sext.
3. I will follow the Code of Conduct while using technology.
4. I will protect myself by not posting personal information.
5. I will be polite and use appropriate language.
6. I will notify an adult if an internet/ security issue is identified.
7. I will treat my equipment with care and respect.

Your actions are being monitored by Cincinnati Public Schools.

You must understand that district-adopted tools and devices and the Internet are for educational use only.

WHAT IS THE AUP/MDA?

AUP stands for "Acceptable Use Policy." It means that you agree to only do "acceptable" things when you are using Cincinnati Public Schools computers. The Cincinnati Public School District has rules that all students have to follow when they use the internet. The "Acceptable Use Policy" tells you and your parents what is "acceptable." It is an agreement that you must digitally sign for you to be allowed to use Cincinnati Public Schools computer equipment and network.

MDA stands for "Mobile Device Agreement." It means that you agree to handle devices in a safe and secure manner. If you damage a device intentionally, you will be responsible for paying to fix or replace it. *To be safe,*

do not eat or drink around your device. If you carry your device, do not leave it unsupervised or unsecured. If the device is lost or stolen, you may be required to pay for the item.

	Broken Screen	Broken Keyboard	Replacement Device	Other
HP Netbook 215 G1	\$350.00	\$199.00	\$125.00	Will Be Determined
HP Laptop 450 G1	\$267.00	\$48.00	\$400.00	Will Be Determined
HP x360	\$297.00	\$65.00	\$467.00	Will Be Determined
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WHY DOES THE CINCINNATI PUBLIC SCHOOL DISTRICT HAVE AN AUP/MDA?

Many people use the Cincinnati Public Schools' network and school devices. We need to make sure that everyone is safe using the network.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE DISTRICT NETWORK?

Using the internet in school is a privilege, not a right. The Cincinnati Public Schools' network, web pages, and email accounts are NOT private. CPS staff and the Cincinnati Police are able to "monitor" everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. You need to THINK before you do anything online that you would not want your teachers or parents to see.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP/MDA?

There are "consequences" or punishments for students who use the internet in unacceptable ways. Just like when someone breaks classroom rules, there are consequences if you don't follow the AUP/MDA rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP/MDA. If you do not follow this policy, you can lose your computer privileges in school. You can also be punished under the Cincinnati Public Schools Code of Conduct. The Cincinnati Police Department will be called if a student has broken the law.

1. **I WILL BE RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I will not give my password to anyone. I will log off from my account when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. **I WILL BE RESPONSIBLE FOR MY LANGUAGE.** I will only use language on the internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. **I WILL BE RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "stalk" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. **I WILL BE RESPONSIBLE FOR MY USE OF THE CINCINNATI PUBLIC SCHOOLS' NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.
5. **I WILL BE RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
6. **I WILL BE RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CINCINNATI PUBLIC SCHOOLS' NETWORK.** I will not try to change security settings or install any software on school computers without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.
7. **I WILL BE RESPONSIBLE FOR PROTECTING THE PROPERTY OF CINCINNATI PUBLIC SCHOOLS.** I will not break or destroy equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
8. **I WILL BE RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S ONLINE PROPERTY.** I will not "plagiarize." When I use information from a website, I need to let people know where I got the information. I will cite my resources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.
9. **I WILL BE RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE.** I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.

Please watch the Cincinnati Public Schools Laptop Care [video](#).

Student Acknowledgement:

By entering my Username below and clicking the "E-Sign" button, I acknowledge that I have read, understand, and agree to the Cincinnati Public Schools' Student Acceptable Use Policy(AUP) and Mobile Device Agreement(MDA).

Student Username:

[Click to E-Sign](#)

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Employee Acceptable Use Policy (AUP) Procedures	
Procedure No. 7540-04-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.04 "Employee Network and Internet Acceptable Use Policy"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policy 7540.04 "Employee Network and Internet Acceptable Use Policy", the following administrative procedures have been developed by the ITM Department. These procedures will ensure that all employees and contractors are aware of and acknowledge the proper use of technological resources, including network and internet use, and that CPS assets, infrastructure, networks, hardware and software are protected.

2. Responsibilities

Title: Chief Information Officer

Address: 2651 Burnet Ave

Phone:

Cell phone:

Describe responsibilities:

To ensure employees and contractors digitally sign the AUP.

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. *Upon initial hiring, employees sign a paper copy of the Acceptable Use Policy (AUP) as part of their HR onboarding process. This copy is filed in their HR file.*
2. *Every two years, ITM initiates renewal of the AUP acknowledgement by emailing to all employees an explanation of the purpose of the AUP and a link to digitally sign the AUP.*
3. *Employees review and digitally sign the AUP.*
4. *ITM sends AUP completion reports to the senior leadership to ensure all employees digitally complete the form.*

5. *Employees who have not signed the AUP form by the deadline will have all network and system accounts de-activated until they time they sign the AUP.*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Employee Acceptable Use Policy Form	<u>Employee AUP Form</u>	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



Cincinnati Public Schools Employee Acceptable Use Policy for Electronic Communication

In accordance with Board Policy 7540.04, all Cincinnati Public School (CPS) employees are required to digitally sign the Acceptable User Policy (AUP). Please click where indicated and type your Employee ID and Last 4 digits of your Social Security as shown on file with our district.

The Board of Education is committed to including technology as an integral part of student learning. The Superintendent and Chief Information Officer (CIO) in conjunction with Information Technology Management (ITM) will provide guidelines for proper employee and student use of technological resources, including network and Internet use to prepare students for life in the twenty-first century. These guidelines will comply with local, State, and Federal laws.

To maximize the District's use of technological resources, the Superintendent will direct ITM to implement measures to block access to inappropriate materials and information. ITM will restrict access to visual displays/depictions that are obscene, pornographic (including child pornography), and materials that are harmful to minors as defined by the Children's Internet Protection Act.

ITM is authorized to take measures to protect Cincinnati Public Schools (CPS) assets, infrastructure, networks, hardware, and software from unauthorized access including hacking. ITM will also take measures against other unlawful activities by employees online.

At the beginning of each school year, documents detailing acceptable use and safety will be distributed to employees and students. Employees will be required to sign and return these documents acknowledging that the policies and procedures have been received and read.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Purpose

District electronic communication tools—including e-mail, the Internet and Intranet, as well as mobile communications devices—are provided for staff for the purpose of accessing information, conducting research and communicating with others.

Unacceptable Behavior

Communication through electronic means is public; therefore employees should apply the standards of professional communication.

The following behaviors are not permitted:

- Sharing confidential information on students or employees, unless it is a recognized part of the job
- Sending or displaying offensive messages or pictures
- Soliciting or lobbying for political or religious causes
- Using obscene language

- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus or disabling anti-virus software)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, documents, or files
- Accessing inappropriate, non-work related sites
- Using district electronic communication tools for personal business, gain or profit (including overuse of e-mail to communicate with family or friends)
- Violating regulations set by the network provider
- Conducting union business
- Violating state, federal, or local laws
- Sending junk mail or chain messages
- Subscribing to receive personal e-mail updates through the Internet (e.g. daily jokes, trivia, horoscopes)

Rights and Responsibilities

No file, document, web site, or e-mail message is private.

Electronic communication - including but not limited to e-mail, internet and intranet sites, and mobile communication device - are subject to public access laws and may be requested by the media or a member of the public.

Information Technology Management (ITM) may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly.

The administration has a screening mechanism in place to restrict access to Internet sites and e-mail not related to its educational purposes and goals.

Electronic communications are tools, not record-keeping systems. Records created or distributed through electronic communication should be appropriately filed and archived according to district procedures. Staff should check their e-mail daily. E-mail and electronic files should be reviewed and deleted regularly. Web sites should be reviewed and updated regularly.

Consequences

Inappropriate behavior will be immediately reported to the employee's supervisor or law enforcement agency to take appropriate disciplinary action, including possible loss of access to the district network and/or Internet.

Commitment

I have read this *Employee Acceptable Use Policy for the Use of Electronic Communication* and agree to abide by these rules during my employment with Cincinnati Public Schools.

07/30/2019

Employee ID Last 4 digits of Social Security Number Date

Your employee ID doesn't include the letter E or any leading zeros.

[Click to E-Sign](#)

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Virtual Private Network Procedure	
Procedure No. 7540-06-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policy 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy", the following administrative procedures have been developed by the ITM Department. These procedures are designed to minimize the potential exposure to CPS from damages which may result from unauthorized use of CPS resources.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i> <i>To ensure employees and contractors who require access to the CPS network from off-site are utilizing the secure VPN and following security measures listed in the policy.</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- 1. An employee or contractor who is requesting remote access privileges, completes the VPN Account Request Form, including supervisor approval, and submits to ITM.***
- 2. ITM review the request and if approved, creates the VPN access.***
- 3. ITM sends the employee/contractor the VPN access instructions.***

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. VPN Account Request Form	<u>VPN Account Request Form</u>	
2.		
3.		✓

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



VPN Account Request Form/Policy - Administrative Staff

Directions: Fill out **both** pages of this form, submit for signatures, and return completed form to **Account Administrator, Tiffany Halbert via fax (363-0381)**. *All fields are required.*

Please note that this form must be signed by the director of the department requesting VPN access.

VPN User Information – CPS Administrator			
Name			
School or Department Name			
School or Department Address			
VPN User Phone Number			
VPN User Email Address			
Date VPN access is required		Date VPN access will no longer be required	
Purpose for using CPS VPN access			
1. What anti-virus software are you running?			
2. How does your anti-virus software download current virus definition (dat) files? Are they pushed out by your company (managed) or does it go to the internet for updates (un-managed)?			
3. Please describe the process you follow for updating your machine with patches from Microsoft:			
Department Director Approval (for Principals, Director of Schools is Department Director)			
Name			
Signature			
Date			

VPN Users also need to sign and submit page 2 of this form. Both pages of the form should be submitted together.

Office Use Only:

CIO (initial)	
Date	



VPN Remote Access Policy

1.0 Purpose

The purpose of this policy is to define standards for connecting to Cincinnati Public Schools' network from any host. These standards are designed to minimize the potential exposure to Cincinnati Public Schools from damages which may result from unauthorized use of Cincinnati Public Schools resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image and damage to critical Cincinnati Public Schools internal systems.

2.0 Scope

This policy applies to all Cincinnati Public Schools employees, contractors, vendors and agents with a Cincinnati Public Schools-owned or personally-owned computer or workstation used to connect to the Cincinnati Public Schools network. This policy applies to remote access connections used to do work on behalf of Cincinnati Public Schools, including reading or sending email and viewing intranet web resources.

3.0 Policy

3.1 General

1. It is the responsibility of Cincinnati Public Schools employees, contractors, vendors and agents with remote access privileges to Cincinnati Public Schools' corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to CPS.
2. In the case that an associate or family member inadvertently uses the CPS VPN connection the Cincinnati Public Schools employee, contractor or vendor is responsible to ensure the associate or family member does not violate any Cincinnati Public Schools policies, does not perform illegal activities, and does not use the access for outside business interests. The Cincinnati Public Schools employee, contractor or vendor bears responsibility for the consequences should this access be misused.

3.2 Requirements

1. Secure remote access must be strictly controlled.
2. At no time should any Cincinnati Public Schools employee, contractor or vendor provide their login or password to anyone, not even family members.
3. Cincinnati Public Schools employees and contractors with remote access privileges must ensure that their Cincinnati Public Schools-owned or personal computer or workstation, which is remotely connected to Cincinnati Public School's corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
4. Cincinnati Public Schools employees, vendors and contractors with remote access privileges to Cincinnati Public School's corporate network must not use non-Cincinnati Public Schools email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Cincinnati Public Schools business, thereby ensuring that official business is never confused with personal business.
5. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
6. All hosts that are connected to Cincinnati Public Schools internal networks via remote access technologies must use the most up-to-date anti-virus software. This includes personal computers.
7. Personal equipment that is used to connect to Cincinnati Public School's networks must meet the requirements of Cincinnati Public Schools-owned equipment for remote access available here: <http://support.cps-k12.org/hardware-software/index.html>
8. Organizations or individuals who wish to implement non-standard Remote Access solutions to the Cincinnati Public Schools production network must obtain prior written approval from Information Technology Management, Infrastructure Group.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and removal of remote access privileges.

I understand and agree to these terms.

Name of VPN User	
Signature of VPN User	
Date	

This page should accompany page 1 of the form.

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name <i>Electronic Communication Device Procedure</i>	
Procedure No. 7550-01-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7550.01 "Use of Electronic Communication Devices (ECDs)"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policy 7550.01 "Use of Electronic Communication Devices (ECDs)", the following administrative procedures have been developed by the ITM Department. These procedures help ensure that ECDs, such as smartphones, etc. can be used to enhance educational and business efficiencies but also ensure responsible and cost-effective use.

2. Responsibilities

Title: Chief Information Officer

Address: 2651 Burnet Ave

Phone:

Cell phone:

Describe responsibilities:

To ensure employees who require use the Electronic Communication Devices are using ECDs responsibly and in a cost-effective manner to protect CPS resources.

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- 1. An employee or contractor who is requesting an electronic communication device completes the Electronic Communications Device (ECD) Usage Agreement, including supervisor approval, and submits to ITM.***
- 2. ITM review the request and approves/rejects the request based on criteria in the policy.***
- 3. If approved, ITM sends the employee instructions to acquire and set up the ECD.***
- 4. Upon resignation/termination of an employee, each supervisor is***

responsible for collecting the exiting employee's ECD.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. ECD Request Form and Usage Agreement	<u>ECD Request Form and Usage Agreement</u>	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

Electronic Communications Device (ECD) Usage Agreement

(Retain page 2 for your reference)



INSTRUCTIONS: Sections I and III should be completed by the employee & supervisor. The form should then be scanned as a PDF and emailed to CPSCellPhones@cps-k12.org. The request will then be processed by ITM and Section II completed. The employee will then receive an email from CPSCellPhones with instructions and approval documents required to obtain the device/service. Email CPSCellPhones@cps-k12.org with any questions.

I. TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR / BUDGETARY AUTHORITY:

My signature authorizes the employee listed below to be issued an ECD to be used for normal business activities according to the established policies (including 7550.01 and others) of Cincinnati Public Schools and according to procedures detailed on page 2. I understand that one replacement device will be provided by ITM; additional replacements within a two-year period will be my responsibility. I will ensure the employee returns this device to CPS ITM when it is no longer needed by this specific employee/position. I understand CPS cell phones are not transferrable to other staff members.

Reason for Issuance or Replacement:			Data Services / Internet Access Needed? Y / N
Employee's Name:		Location:	
Employee's Title:		Office Phone:	
In Case of Replacing Existing Equipment:	Existing Device Phone #		
Supervisor/Budgetary Authority Name:			
Supervisor/Budgetary Authority Signature:		Date:	

II. FOR ITM DEPARTMENT ONLY:

ITM Infrastructure Director Signature:			
<input type="checkbox"/> Tier 1, Model #: Smart phone	<input type="checkbox"/> Tier 2, Model #: Flip Phone		

III. TO BE COMPLETED BY EMPLOYEE:

My signature below indicates that:

- I received the ECD listed and will ensure its return to CPS ITM when I am no longer in the current position.
- If assigned a smart phone, I agree to use the provided case on this device, and understand I may be responsible for replacement cost if the device is damaged without this case.
- I agree that it is my responsibility to understand and follow the policies of CPS and the procedures detailed on page 2.
- I agree to reimburse CPS for any charges not related to normal office business.

- I have received a copy of the CPS Procedures as Page 2 of this document.

Signature of Employee: _____

Date: _____

Employee ID Number: _____



Electronic Communications Device (ECD) Usage Agreement (Retain this page for your reference)

IV.

Your signature at the bottom of page 1 of this Usage Agreement indicates that you have read, understand, and agree to comply with Board Policy 7550.01 and the supporting detailed procedures below.

- **Board Policy 7550.01 (available on-line at <https://community.cps-k12.org/sites/boardpolicies/default.aspx>) describes Board expectations for usage of District-owned Electronic Communications Devices. It is your responsibility to read, understand, and comply with them.**
- **This equipment and service are issued for your sole and exclusive use in the performance of your responsibilities at CPS. There should be no expectation of personal or private usage.**
- The phone number associated with your ECD is proprietary to CPS and cannot be migrated under phone number portability.
- The ECD issued to you is to remain under your complete and constant control while you are employed by Cincinnati Public Schools.
- If you change jobs or move to another work division that does not require the use of such equipment for the performance of your duties, you will immediately surrender this equipment to your supervisor who authorized your usage of this device.
- You will not loan the equipment to **anyone** else. You will maintain it for your professional business use only.
- In the event the equipment is **lost or damaged**, you will **immediately** report the loss in writing to both your supervisor and to CPSCellPhones@cps-k12.org within 24 hours of discovery. Failure to make prompt notification may result in your personal liability for any phone service charges incurred.
- You will be required to cover the replacement cost of equipment if the loss is determined to be due to personal negligence. If your equipment is stolen, you must alert proper authorities, and a copy of your police report should be sent to CPSCellPhones@cps-k12.org.
- Consistent with work requirements, you are expected to strive for the most economical use possible of the wireless service.
- **You agree to reimburse CPS for any and all additional "pay" services including, but not limited to, Roaming or Directory Assistance unless you can show that such use was for emergency use only in the performance of your responsibilities.**
- Studies have indicated that cell phone use is a significant distraction while driving and may contribute to accidents. For this reason, **cell phone use while operating vehicles or heavy equipment is prohibited.**
- You agree to be accountable to operate this device within the limits of all laws including privacy and proper personal behavior.
- Abuse and/or misuse of issued ECD not only will incur charges for which you will be personally liable, but may result in denial of further service. The issuance of an ECD remains entirely within the discretion of CPS; restrictions to or denial of service is not a grievable issue.