Digital Textbooks, Resources, and Applications Evaluation and Review Form

This section is to be completed by the requestor(s) for approval of the digital resource. It is only to be used with materials require the disclosure of personal identifiable information (PII). Materials not requiring PII may be used without approval. Requester should forward the form to the Coordinator of Digital Learning upon completion of first section. Review of forms will occur by committee in October, March, and June.	
Name of Requestor:	School:
Title of Resource:	URL of Resource:
Subject(s)/Grade Level(s) Recommended for Use of Resource:	Cost of Resource: ☐ Free ☐ Free/Pay ☐ Pay Cost: (if pay) $_____ Funding Source _____
Instructional Purpose of Resource:	
Learner Experience: ☐ Ease of Use ☐ Functions on Student Device	Comments:
Advertising on Site: ☐ Yes ☐ No	Comments:
Signature of Requestor:	Date of Request:
Signature of Principal/Designee:	Date:
*This section is to be completed by media specialist.**	
FERPA, CIPA, and COPPA Compliant: ☐ Yes ☐ No	Comments:
Licensing of Resource: ☐ Creative Commons ☐ Paid Licensing ☐ Traditional Copyright ☐ Public Domain	Comments:
Signature of Media Specialist:	Date:

This section is to be completed by technology coach.**	
Resource is Compatible with Current Hardware and Network: ☐ Yes　　☐ No	Comments:
Implementation Requirements: ☐ Staff Rostering　　☐ Technical Support ☐ Student Rostering　　☐ Third Party Integration Rostering Completed by: _____	Comments:
Signature of Technology Coach:	Date:

This section is to be completed by the content coordinator.	
Content is accurate: ☐ Yes　　☐ No	Comments:
Content is aligned with WCPS curriculum: ☐ Yes　　☐ No	Comments:
Recommend Approval: ☐ Yes　　☐ No	Comments:
Signature of Content Coordinator:	Date:

This section is to be completed by the assistive technology teacher.	
Resource is Accessible to All Students: ☐ Alternative Text　　☐ Captions and Transcripts ☐ Color Contrast　　☐ Interactive Elements ☐ No Adobe Flash	Comments:
Signature of Assistive Technology Teacher:	Date:

This section is to be completed by the coordinator of digital learning.	
Approved: ☐ Yes　　☐ No	Comments:
Signature of Digital Learning Coordinator:	Date:

*Materials not FERPA, CIPA, or COPPA compliant cannot be used in WCPS classrooms.

**Materials not compatible with current hardware and network cannot be used in WCPS Classrooms.