



PUYALLUP  
SCHOOL  
DISTRICT

A TRADITION OF EXCELLENCE

## Vendor Integration Form 2022R F1

### VENDOR INFORMATION

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_ Email: \_\_\_\_\_

### MANDATORY INFORMATION SECURITY REQUIREMENTS

It is the policy of the Puyallup School District to maintain an environment that promotes ethical and legal information security practices. In order to abide by this, all prospective vendors must protect student information and have in writing how they will protect that information. All vendors provide a detailed response to the following requirements:

1. Assurance of conformity with FERPA, CIPA and HIPPA laws
2. A Terms of Use (TOU) that all data collected is the property of the Puyallup School District and discontinuance of service/subscription will result in forfeiture of all data to the Puyallup School District
3. Detailed explanation of data that is being gathered, and how it is gathered from students, staff and parents
4. Detailed explanation of internal confidentiality and encryption methods
5. Information breach plan, including timeline and process for user/client notification

Please provide a detailed response to requirements 1-5 in the space below:

## STUDENT PRIVACY

All vendors must disclose the selling or sharing of customer information. The Puyallup School District requires each existing and potential vendor to take measures to guarantee confidentiality of student information:

1. Is collected student Personal Identifiable Information (PII) encrypted in transit?  Yes  No
2. Is collected student Personal Identifiable Information (PII) encrypted at rest / in storage?  Yes  No
3. Is student information sold to any party?  Yes  No
4. Is student metadata sold or used by the vendor?  Yes  No
5. Are there encryption methods for all data at rest and in motion?  Yes  No
6. Are students or parents subject to targeted advertising by the vendor or partners?  Yes  No

Additional information needed to clarify questions 1-6:

All vendors must provide a detailed explanation describing standards and methods used for encryption and security:

## LMS INTEGRATION

Schoology recommends the support of IMS Global standards for content integration and compatibility. These standards allow publishers to integrate content into Schoology and transfer content packages from their system into Schoology.

- **Learning Tools Interoperability (LTI) - v1.2**  
Integration method for granting instructor or student access to publisher content from within Schoology
- **Common Cartridge - v1.2**  
Allows for the transfer of content between a publisher and Schoology, including learning objectives/standards  
Supports the use of content packages that contain Learning Tools Interoperability (LTI) or Question & Test Interoperability (QTI) content
- **Question & Test Interoperability (QTI) – v2.0**  
Allows for the transfer of question banks and assessments between a publisher and Schoology

Does the prospective vendor have compatibility with Schoology?  Yes  No  
(supports one of the above standards)

## ADMINISTRATIVE CRITERIA

What is considered the normal uptime? (Uptime is the duration of time where the software is in full operation)

What is considered the normal downtime? (Downtime is the duration of time where the software is non-functional)

What is the support model for downtime? (Is there a helpdesk, if so what is the procedure? i.e. tickets, tiers)

Is there a warranty for the software? If so, what are the terms?

How are licenses managed? Is it district, building or per user? Are users defined as per student or per teacher?

Are there reports available regarding use of the product? (i.e. usage report, used to determine if the software is being utilized effectively, logon reports, download reports)

Are there any other special requirements that add to the cost of implementation, such as server space or bandwidth?

Are there one time, integration or implementation charges for new users:

## TECHNOLOGY REVIEW CRITERIA

Supported Browser-  Internet Explorer v 11  Chrome  Other

Provide detailed response to the following:

Installation requirements:

Hard drive size/usage requirement:

RAM requirement:

Additional Hardware Needed (video card, sound, etc.):

Server requirements:

Specific data requirements (from SIS, Active Directory, etc):

Will there be a user manual, troubleshooting guide or support documents provided by the vendor?  Yes  No

What is the software update schedule?

What is the authentication method:  Office 365  LDAP  ADFS  SAML  Local Admin  Other \_\_\_\_\_?

Additional Comments:

## APPROVAL

	Signature	Date
Sponsor:		
EdTec Executive Director:		