



DISTRICT INVENTORY TOOL

POTENTIAL IMPLEMENTATION TIMELINE



April-June
2020

Action Steps (April - June 2020):

- ☐ Begin to enter *paid* software/applications utilized by the district into the inventory tool
 - Applications purchased through the SCRIC will be entered into the inventory tool on behalf of each district. Information added for SCRIC purchases includes contract source, contract expiration date, renews annually, additional notes (ex: application add-ons, BOCES purchased through)

Note: A link that contains all applications purchased through the SCRIC will be provided to *all* districts to allow for posting on the district website



July-Aug
2020

Action Steps (July - August 2020):

- ☐ Continue to add and update *paid* applications in the inventory tool
 - Applications *purchased* from the SCRIC will be updated in the inventory tool on behalf of each district (as needed)
- ☐ Begin to review contracts/written agreements for all *paid* applications to ensure all required information is included (signed Parents' Bill of Rights and supplemental information for applications subject to Education Law 2-d)
 - Contracts/Written agreements for applications *purchased* through the SCRIC that are subject to Education Law 2-d will continue to be reviewed and updated
- ☐ Upload supporting documents (contracts, written agreements, signed Parents' Bill of Rights, supplemental information) to the inventory tool for *paid* applications subject to Education Law 2-d
 - Supporting documents for each *SCRIC purchased application* will begin to be uploaded on behalf of each district
- ☐ Update hosting location and product category fields in the inventory tool using the supporting documents for the *paid* applications
 - This information will be entered for each *SCRIC purchased application* on behalf of each district
- ☐ Begin to compile a list of *free* applications that are being used in the district
 - A list of *known* paid and free applications and the deployment location(s) will be provided by the SCRIC for each Managed IT district

Ideas for compiling a *free* application list:

- Create a survey for faculty/staff to complete
- Purchase a technology usage application (ex: CatchOn)





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Sep-Oct
2020

Action Steps (September - October 2020):

- Continue to add and update *paid* applications in the inventory tool
- Continue uploading supporting documents to the inventory tool
- Continue updating the hosting location and product category fields in the inventory tool
- Begin to populate data categories (as applicable), interoperability: data in, and interoperability: data out fields in the inventory for each *paid* application
 - A list of *known and documented* data integrations supported by the SCRIC will be provided to each district
- Begin to populate building and number of licenses for each application in the inventory tool
- Begin to add information for *free* applications in the inventory tool
 - Ideas for updating *free* applications:
 - Prioritize applications with most sensitive data and using priority order, review and update contracts/written agreements with vendors as needed
 - Share information with faculty staff regarding Education Law 2-d, including district processes about requesting/using applications and clickwrap agreements



Nov-Dec
2020

Action Steps (November - December 2020):

- Continue to add and update *paid and free* applications in the inventory tool
- Continue uploading supporting documents to the inventory tool
- Continue updating the hosting location and product category fields in the inventory tool
- Continue to populate data categories (as applicable), interoperability: data in, and interoperability: data out fields in the inventory for each application
- Continue to populate building and number of licenses for each application in the inventory tool
- Continue to review and update contracts/written agreements with vendors as needed



Ongoing –
Bi-Monthly

Action Steps (Ongoing – Recommend Bi-Monthly):

- Continue to follow all action steps for November-December 2020

