



Instructional Technology and Digital Tools Policy

Purpose

This policy establishes requirements for the review, approval, and use of digital tools, software applications, artificial intelligence systems, and student information systems used within Colorado Military Academy.

The purpose of this policy is to ensure that all technology used by staff and students supports instructional goals while maintaining compliance with student data privacy laws, cybersecurity standards, and digital accessibility requirements under Colorado law.

Scope

This policy applies to all digital systems used to support school operations or instruction, including:

- Artificial intelligence (AI) tools
- Online instructional platforms and SaaS applications
- Learning management systems
- Student information systems (SIS) and related modules
- Assessment and analytics platforms
- Instructional websites requiring student accounts
- Desktop software installed on school devices
- Mobile applications used for classroom instruction
- Browser extensions and plugins

Approved Technology Requirement

Instructional staff may only use digital tools with students that have been reviewed and approved through the school's technology approval process.

All new software, platforms, or applications must be submitted to the IT/Data Services department for review prior to classroom implementation.

Student Information Systems and Enterprise Platforms

Student Information Systems and other enterprise administrative systems store and manage official student records and therefore require enhanced oversight.

Enterprise systems may include:

- Student Information Systems (SIS)
- Special education management systems
- Assessment platforms
- Behavior management platforms
- Learning management systems integrated with the SIS

Software that integrates with the school's Student Information System may only be implemented with approval from the IT/Data Services department.

Artificial Intelligence Tools

Artificial intelligence tools used in instructional or operational settings must comply with the school's Artificial Intelligence Use Policy.

AI tools must be reviewed for:

- Data privacy implications
- Student safety considerations
- Instructional appropriateness
- Security risks

Student Data Privacy and Security

Technology tools used within the school must comply with applicable student data privacy requirements including federal and Colorado law.

Staff may not enter personally identifiable student information into digital tools that have not been approved through the school technology review process.

Restricted student information includes:

- Student names linked to academic performance
- Grades and assessment results
- Disciplinary records
- Special education or 504 information
- Student identification numbers

Digital Accessibility Compliance

All technology tools used by the school must comply with the Colorado Digital Accessibility Law (C.R.S. §24-85-101 et seq.), also known as HB21-1110.

Digital tools and platforms used within the school environment should support accessibility standards consistent with WCAG 2.1 Level AA or higher.

Technology review should include evaluation of:

- Vendor accessibility statements or VPAT documentation
- Compatibility with screen readers and assistive technologies
- Captioning support for video or multimedia content
- Keyboard navigation functionality
- Accessible document and interface design

When a tool does not fully meet accessibility standards, the school must evaluate alternatives, request vendor remediation, or document an accessibility plan.

Technology Review Process

The IT/Data Services department is responsible for reviewing new technology tools prior to approval.

The review process may include evaluation of:

- Instructional alignment
- Cybersecurity practices
- Vendor data handling practices
- Legal compliance requirements
- Accessibility standards
- Compatibility with existing systems

Approved Technology Registry

The IT/Data Services department maintains a registry of approved technology tools used within the school.

The registry includes:

- Approved AI tools
- Approved instructional software
- Enterprise platforms
- Pilot programs
- Restricted or rejected tools

Compliance

Use of unapproved digital tools may result in removal of the software or restriction of access. Staff are expected to follow the school's technology governance procedures to ensure safe, compliant, and accessible technology use.

LEGAL REFS:

Federal Law

20 U.S.C. §1232g – Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99 – FERPA Regulations

15 U.S.C. §§6501–6506 – Children’s Online Privacy Protection Act (COPPA)

47 U.S.C. §254 – Children’s Internet Protection Act (CIPA)
20 U.S.C. §1400 et seq. – Individuals with Disabilities Education Act (IDEA)
29 U.S.C. §794 – Section 504 of the Rehabilitation Act of 1973

Colorado Law

C.R.S. §22-16-101 et seq. – Student Data Transparency and Security Act
C.R.S. §6-1-1701 et seq. – Colorado Artificial Intelligence Act
C.R.S. §24-85-101 et seq. – Digital Accessibility Law (HB21-1110)
C.R.S. §22-1-123 – Confidentiality of Student Records