**From:** ouremail@schooldistrict.edu

**Date:** December 10, 2020 at 2:13:38 PM CST

**To:** youremail@schooldistrict.edu

**Subject:** Vetting Edtech Tools!

Dear Educators,

With the start of the school year, you may be exploring new edtech tools to bring into the classroom. While we are excited to see what you have found and encourage you to be creative, it is important for us to make sure that each tool students use is both safe and privacy-protective. We have developed a comprehensive vetting process that can be found here [insert url]. We also have a list of applications that have already been approved by the school/district available here [insert url]. In addition, there are external educational technology vetting resources that may give you an idea of whether or not the application you’re interested in is safe. For example, check out applications that have been approved by [Common Sense Media’s Privacy Evaluations](https://privacy.commonsense.org/evaluations/1). Remember that you may not use a new application without approval from the school/district. If you have any questions about this process or a particular technology, or if there is an edtech tool you would like us to assess and vet, please contact our [school/district staff member] here [insert contact information].