*This form is to be completed by the designated ITSD Project lead with the cooperation and agreement of department or agency representatives.*

1. **Department or agency:** Department of Elementary and Secondary Education (DESE)
2. **Agency lead and contact information**: Stacy Morse, Director of Education Support Services, [Stacy.Morse@dese.mo.gov](mailto:Stacy.Morse@dese.mo.gov) 573-522-3651
3. **ITSD project lead and contact information:** Pam Keep, Client Services Manager, [pamela.keep@oa.mo.gov](mailto:pamela.keep@oa.mo.gov) 573.751.2313
4. **Cloud solution provider:** Click or tap here to enter text.

**Product Name** Click or tap here to enter text.

**Contact Phone** Click or tap here to enter text.

**Contact Email:** Click or tap here to enter text.

1. **Business purpose of the cloud solution:**

The Missouri Course Access and Virtual School Program (MOCAP) will create a list of approved learning management systems (LMS) for school districts and online courseware providers can deliver courses to Missouri students.

1. **Security classification, classification explanation, and information types managed by the cloud solution:**

*Provide the highest security classification of the information that will be managed by the cloud solution. Potential classifications are: Restricted-information is protected by law, regulation, or industry standards; Private-information is not protected by law, regulation, or industry standard but deemed sensitive because it is personally identifiable, is a risk to public safety if disclosed, or for any reason defined by the agency; Public-information that does not fall within the Restricted or Private information security classifications. The classification explanation should cite specific examples of data types that justify the chosen classification.*

The demographic information and contact information of a student is tracked in school districts student information systems. The LMS may utilize student names (first and last), and a unique identifier from the SIS. The LMS may also contain progress and final grades for students. No other student information is required or stored in the LMS. The IEP data will live in the SIS.  Those fields are usually exposed and can be queried for a SIS report, or via API for external use.  CSVs could be placed in a SFTP location for vendors to grab, or they could do it securely through the API, but each after dependent on system capabilities.  Placing them in an SFTP would be more secure than emailing if they have one available. Faculty journal could be one way of tracking modifications. It would be manually entered, tracked, and extracted.

1. **Laws, regulations, or industry compliance requirements:**

* Revised Statute of Missouri 407.1500 (defines and protects personal data), IRS 1075, PCI, HIPAA, CMS (Center for Medicare & Medicaid Services), Social Security Administration, etc.
* Revised Statute of Missouri 407.1500: <http://revisor.mo.gov/main/OneSection.aspx?section=407.1500&bid=23329&hl>=
* [Family Educational Rights and Privacy Act (FERPA)](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=12&cad=rja&uact=8&ved=0ahUKEwitlb_WztXZAhVFwYMKHaoHBb4QFghZMAs&url=https%3A%2F%2Fwww2.ed.gov%2Fpolicy%2Fgen%2Fguid%2Ffpco%2Fferpa%2Findex.html&usg=AOvVaw0LBxntXPCAB8ktO_DrvfFq): <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
* Revised Statute of Missouri 162.1250 (virtual education standards) <http://revisor.mo.gov/main/OneSection.aspx?section=162.1250&bid=8126&hl>=
* Revised Statute of Missouri 161.670 (Missouri Course Access and Virtual School Program) <http://revisor.mo.gov/main/OneSection.aspx?section=161.670&bid=35970&hl>=

1. **Desired and required hours of operation for the cloud solution and explanation:**

*Indicate the hours the cloud solution must be available to meet the normal operation hours of the agency. If the agency routinely extends hours for seasonal or operation variances include this in the explanation.*

It would be ideal to be available 24/7 as some students are catching-up with their credits or working ahead, so their time logged-on is on the weekends. As long as notification of maintenance is relayed in advance and for a short duration, it would be acceptable.

1. **Impact of loss of access to the solution:**

*Indicate the impact to the agency and the agency’s customers should the cloud solution be unavailable for an extended period of time or during normal operation hours.*

If the cloud solution was unavailable, students would not be able to access their courses, which have designated start and end dates. School counselors, teachers, or parents would not be able to monitor student progress. Courseware provider teachers would not be able to communicate with students or input grades. Parents and districts would not be able to register for courses or submit payment.

1. **Impact of loss of the information managed by the solution:**

*Indicate the impact to the agency and the agency’s customers if some or all of the information managed by the cloud is lost, destroyed, or otherwise be permanently unavailable. Include an assessment of the impact of the cloud solution provider ceasing operations without notice or recourse.*

If information was lost or destroyed, there would not be record of student progress and grades which could affect students’ credits and interfere with graduation.

1. **User types, location, and estimated number of each user type:**

*Indicate the type of users (state employees, citizen, other government agency, contracted services employees, etc.), their location(s) (in a few state offices, distributed among state facilities throughout the state, mobile/field, etc.) and an estimated number of users of each type.*

There will be multiple users of the LMS, including: Missouri students, public school district counselors, MOCAP counselors, parents, and courseware providers’ teachers and administrative personnel who handle payment and building courses in the LMS.

1. **Desired authentication and authorization:**

*Indicate the extent to which the agency desires to integrate the cloud solution’s authentication and authorization process with ITSD supported authentication and authorization services such as Active Directory, ADFS, etc. If the agency intends to utilize the cloud solutions built-in authentication and authorization process, indicate the how the agency intends to manage authentication and authorization.*

Authentication will occur through the LMS’s internal authentication system via username and password. Usernames will be generated and assigned to users via CSV files, or API. Additionally passwords can be generated and assigned to users through CSV files or API as text or pre-hashed passwords using the SSHA password generation scheme.

1. **Desired integration with other applications or systems:**

*Indicate the extent to which the cloud solution will require integration with other applications and systems either within the State Data Center or hosted by other solution providers. Integration may include the use of web API’s, file transfers, “batch” updates, etc. that exchange data, or trigger activities between the systems.*

Integration with SIS for the purpose of provisioning user accounts, courses, sections, and enrollments for students and teachers, and for the passback of grade data from LMS to their respective gradebooks in the district’s local SIS.

1. **End user device requirements and/or impact:**

*Indicate the extent to which the cloud solution will require the update or acquisition of end user devices or peripherals (workstations, laptops, tablets, phones, printers, scanners, card readers, etc.). Requirements may include installation of new or upgraded software, specific versions of software, network/connectivity requirements, administrative rights, remote access, etc.*

The LMS and its hosting infrastructure should be designed for maximum compatibility and minimal requirements.

**Screen Size** Click or tap here to enter text.

**Mobile Operating System Native App Support** Click or tap here to enter text.

**Computer Speed and Processor** Click or tap here to enter text.

**Internet Speed** Click or tap here to enter text.

**Screen Readers** Click or tap here to enter text.

LMS’s should be able to run on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

## Supported Browsers Click or tap here to enter text.

## Required Components Click or tap here to enter text.

## Browser Plugins and Extensions Click or tap here to enter text.

## Browser Privacy Settings Click or tap here to enter text.

**Known Browser Behaviors** Click or tap here to enter text.

**Mobile Browsers** Click or tap here to enter text.

1. **Other agencies or States utilizing the solution:**

*If known, indicate if other agencies or States currently use the cloud solution to address the same or similar business processes.* Click or tap here to enter text.

1. **Contract under which cloud solution may be purchased:**

*Indicate if there is an existing contract under which cloud solution can be acquired.*

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