



BEST PRACTICE

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SDPC Resource Registry: Naming Conventions

As we migrate to the Registry 2.0, it is imperative that all SDPC Resource Registry users follow the same guidelines and best practice when requesting new resources and uploading Agreements to the Registry.

As such, the following guidelines have been prepared. Please note, this is still a working document, and revisions will be published as soon as they are approved/agreed upon by the SDPC Alliance Leadership.

VENDOR NAMES

Users must be able to easily find Vendor names in the Registry, as such users must:

- **Ensure that the Vendor name entered into the SDPC Resource Registry matches the 'legal' provider name on DPA.**
 - TIPS:
 - You may be able to find this on the provider's website in their Privacy Policy, Terms of Service or the 'About Us' webpage.
 - Legal provider name may also be found on the UEID, EIN or W9.
- **Ensure spacing and capitalization follow consistent guidelines.**
 - Example: *Microsoft Corporation* instead of "microsoft corp"
- **Avoid special characters unless part of the official name.**
 - Special characters can be used if part of the legal entity name, including punctuation (but only if stated on UEID, EIM or W9)

RESOURCE NAMES

Users must be able to easily find resources in the Registry, as such users must ensure that:

- **Resources are listed separately**
 - Example: '*KidsA-Z/ReadingA-Z*' would be two separate resources listed as a) KidsA-Z and b) ReadingA-Z
 - This is a 'MUST' to ensure transparency on your school district 'customized resource listing' webpage.
- **The product/resource name is listed on the vendor website, should be replicated exactly as it is spelled on the SDPC Resource Registry.**
 - Example: *Raz-Kids, Razkids, Raz Kids* would be listed as 'Raz-Kids'
 - Avoid special characters unless part of the official name: *Epic!, Epic* would be listed as Epic
- **The resource name must be used vs. the company website URL.**
 - Example: *https://my.pltw.org* or *myPLTW*, should be listed as 'Project Lead The Way'
- **The resource name is not the vendor name unless they are actually the same.**
 - Example: Gipper v. Gipper Media Inc.
 - Resource Name: *Gipper*
 - Vendor Name: *Gipper Media Inc.*
- **There is a differentiation between DPAs: Tutor.com (test prep), Tutor.com (tutoring)**
 - Two separate DPAs would need to be signed for the above example as they are two different resources.
- **Any entity providing Hosting Services is clearly identified.**
 - Example: An Information Technology Center (ITC) in Ohio providing a hosted service for PowerSchool
 - Vendor name: *Northwest Ohio Computer Association (NWOCA)*
 - Resource Name: *Hosting Services – PowerSchool*

PRIVACY POLICY & TERMS OF SERVICE URLS:

Users must ensure that any resource request from the Apple / Google Store, must use the Developers privacy policy URL & terms of service URL, **not** the app store's URLs.