

# Louisiana Believes

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Exploring Data Governance Training Resources and  
Louisiana's Data Governance and Student Privacy Guidebook

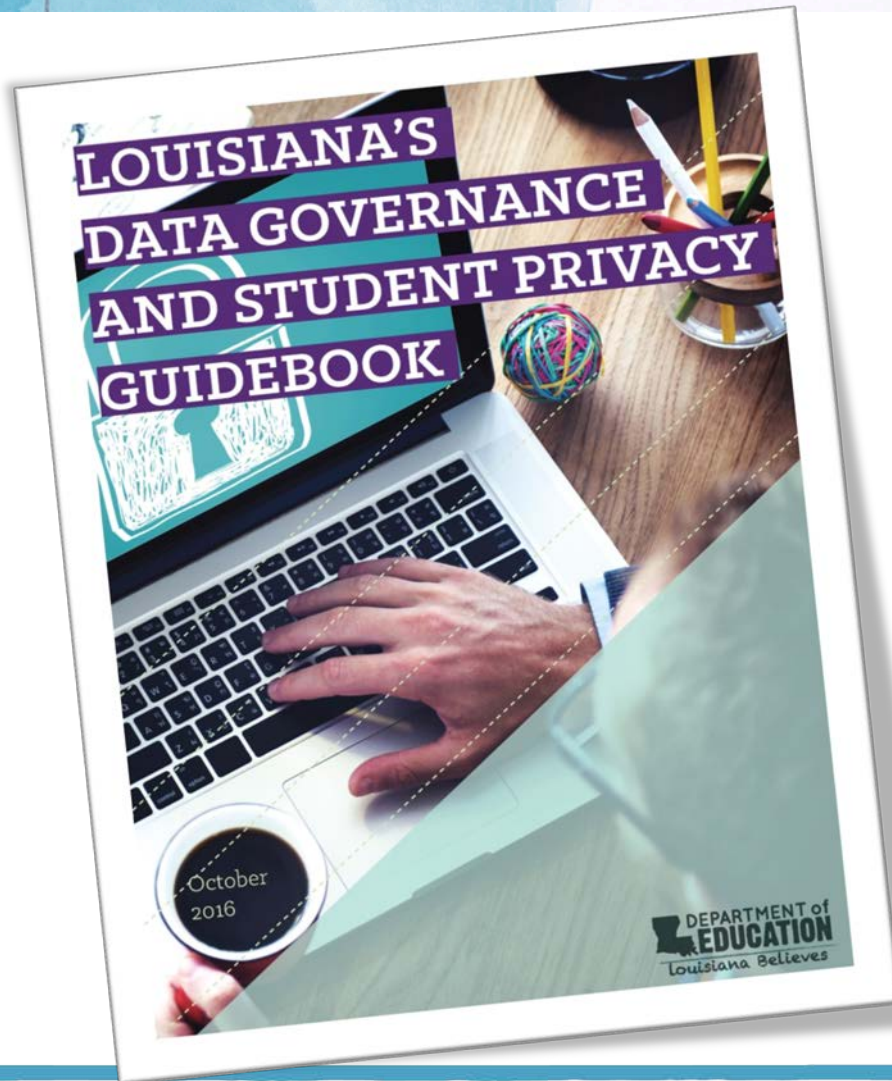
*Data Governance and Privacy Plan Development*  
December 2016 Supervisor and Principal Collaborations

# Outcomes

In this session, participants will

- Review the new data governance and student privacy resources.
- Scan data governance and privacy training materials for students, teachers, and staff and dig into why training is important to districts and schools.

# Updated Guidebook






- Focus on the development of data governance
- Tools and resources for each step in the development of a data governance plan
- Sample language for communications- both templates and examples from other LEAs
- Tools to support policies and procedures



# Developing a Data Governance and Privacy Plan at Collaborations

## STEPS FOR ESTABLISHING A DATA GOVERNANCE AND PRIVACY ACTION PLAN

 <b>Step 1: Know the Laws</b>	Laws provide a baseline of protections for students and families.
 <b>Step 2: Build a Team</b>	Who should be on the data governance and privacy team? Who should be building privacy policies and practices?
 <b>Step 3: Provide Training</b>	Use education of all stakeholders as the foundation of your plan.
<b>Step 4: Build Strong Protocols</b>	Adopt norms and policies for all data and technology use and for managing contractors, apps, and devices. Implement workable processes.
<b>Step 5: Make Security a Priority</b>	Hold all data users and managers accountable. Ensure legally binding agreements to hold contractors accountable are established.
 <b>Step 6: Involve Parents</b>	The ability to communicate and build trust with parents is essential. Empower families to help take charge of their children's education.

# Why Should Districts and Schools Invest Time in Data Governance and Digital Citizenship Training?

In addition to meeting privacy obligations:

- 95% of teens, ages 12-17, are online.
- About one-third of online teens have been cyberbullied. Girls are more likely to be targeted. About 16% admitted to cyberbullying others.
- 97% of online teens play computer, Web, portable, or console games. 27% of them game with people they first met online.

One online scam lured kids onto gaming and survey websites by promising free stuff like video games. They were able to convince kids to give out their names, email addresses and other personal information.

Jessica Laney was a frequent user of popular social media sites. Jessica's family and friends were unaware that she was almost constantly fighting with bullies online encouraging her to kill herself. The Florida teen had a history of depression and was found hanged in her room at age 16.

# What Training is Currently Being Provided?

- Who in the LEA is currently receiving training on data governance, privacy, or digital citizenship?
- Who is conducting the training?
- What materials are being used?
- What content is being communicated?
- What would you change, if anything?

# Guidebook Recommendations

## STEP 3: PROVIDE TRAINING

Team members and the school community will need to be trained on data governance and student privacy, and that training will depend on their role.

AUDIENCE	TOPICS
Data Staff and Administrators	<ul style="list-style-type: none"><li>• <a href="#">Legal and ethical responsibilities</a></li><li>• <a href="#">Disclosure avoidance techniques</a></li></ul>
Teachers and Counselors	<ul style="list-style-type: none"><li>• <a href="#">Legal and ethical responsibilities</a></li><li>• <a href="#">Best practices</a></li><li>• <a href="#">Policies and processes</a></li></ul>
Students	<ul style="list-style-type: none"><li>• How to protect personal information</li><li>• Selecting good passwords and password protection</li><li>• Cyberbullying</li><li>• For additional topics, please see <a href="#">Louisiana's Guide to Digital Literacy</a></li></ul> <p>Tools for training students on the above topics: <a href="#">Common Sense Media</a>, <a href="#">OnGuardOnline - FTC</a>, <a href="#">Net Smartz</a></p>

What type of training would be most effective?

# Resources for Training Students

- **Net Smartz**
  - Lesson plan developed around short (2-3 minute) videos
  - Materials presented for four groups: 5-10, 8-12, 8-17, and 11-17 year olds
  - Older students' videos use real life stories
- **Common Sense Media**
  - Detailed lesson plans with assessments for each lesson
  - Scope and sequence for four groups: K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, 9<sup>th</sup>-12<sup>th</sup> grade
  - A user account is needed to download free material
- **On Guard Online**
  - Free student booklets
  - Short videos: *Stop and Think Before you Click, Posting Online, Privacy Settings, Cyber Bullying*



# You Can't Take It Back

# Report Out

Discuss the following with your shoulder partner and be ready to report out to the group.

- How could training of students be incorporated into you existing structures? Is there already a course where the material could be easily integrated?
- What grade levels would be most challenging in which to merge digital citizenship? How can you make the transition easier?

# Training Teachers and Staff

AUDIENCE	TOPICS
Data Staff and Administrators	<ul style="list-style-type: none"><li>• <a href="#"><u>Legal and ethical responsibilities</u></a></li><li>• <a href="#"><u>Disclosure avoidance techniques</u></a></li></ul>
Teachers and Counselors	<ul style="list-style-type: none"><li>• <a href="#"><u>Legal and ethical responsibilities</u></a></li><li>• <a href="#"><u>Best practices</u></a></li><li>• <a href="#"><u>Policies and processes</u></a></li></ul>

## Resources:

- Data Governance and Student Privacy Guidebook
- Data Governance and Privacy Summit PowerPoint

# Next Steps

- Point district staff to the data governance and privacy resources: Data Governance and Student Privacy Guide, Louisiana Believes website
- View the various training materials presented and determine which material is a good fit
- Finalize the plan for rolling out data governance, privacy, and digital citizenship training
- Meet with district leadership to share the need for training and pitch the plan for training students and staff
- Implement the plan



# Questions?

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