

Louisiana Believes

Data Governance and Privacy Plan Development

September 2016 Teacher Leader Collaborations

Outcomes

In this session, district leaders will

- Explore the data governance and privacy checklist as it relates to the establishing a data governance and privacy plan
- Brainstorm ideas for developing a data governance and privacy team
- Dive into beginning of school year parental communications
- Review the Data Sharing Agreements and Addenda Update Document

Why a Data Governance and Privacy Plan?

- Data and technology are integral to educating students
- Increased amount of data and technology tools
- Increased stakeholder concerns
- New laws and policies

Data Governance designates rules, procedures, and groups responsible for decision-making regarding data collection, use, and access.

Data Governance and Privacy Plan Checklist

Step 1

Know the Laws. Laws provide a baseline of protections for students and families.

Step 2

Build Your Team. Who should be on the data governance and privacy team? Who should be building your privacy policies and practices?

Step 3

Provide Training. Use education as the foundation of your plan.

Step 4

Build Best Practices. Adopt norms and policies for all data and technology use and for managing vendors, apps and devices. Implement workable processes.

Step 5

Make Security a Priority. Hold all data users and managers accountable. Ensure you have legally binding agreements to hold vendors accountable.

Step 6

Involve Parents. The ability to communicate and build trust with parents is essential. Empower families to help take charge of their children's education identifying learning opportunities.

Data Governance and Privacy Plan Checklist

Who Should Be on the Data Governance and Privacy Team?

For a data governance and privacy plan to be effective, you must have the **right people at the table**. Every stakeholder should be represented.

You will need representatives from each of these areas:

- Data staff that manage student information,
- IT staff,
- School administrators,
- Counselors,
- Teachers, and
- Parents.

Privacy is certainly a shared responsibility, but it is important to have someone who can make certain that all aspects of the data governance and privacy work are enacted and coordinated. Identify the **point of contact** for privacy issues and concerns.

Beginning of School Year Parental Communications

Parental Notification	<p>Conduct an annual notification period where parents are notified of</p> <ul style="list-style-type: none">• Parental rights under FERPA and PPRA,• Any collection of information under specified events as outlined in PPRA,• The adopted school board privacy policy, and• Required consent (implied or explicit) for information being shared via school directory, online services, surveys, screenings, or marketing.
Parental Consent	<p>Collect parental consent for</p> <ul style="list-style-type: none">• Any online services that collect student information for instructional purposes (COPPA),• LOSFA and BOR (LA R.S. 17:3914), and• Any other applicable programs where student information is shared (LA R.S. 17:3914).

Data Sharing Agreements and Addenda Update

In order to assist in determining what agreements need to be signed or in determining what agreements have already been signed, we have prepared [guidance and next steps](#). Verify which agreements have already been opted into by reviewing the [tracking chart](#). The tracking chart is updated weekly as additional addenda are submitted.

Questions?

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