

COSN TRUSTED LEARNING ENVIRONMENT PRACTICE AREA



Business Practices

TLE Practice Requirements

Practice 1 – The school system has implemented a process for vetting online services for data privacy and security.

Leadership and Vision

- 1E. Leverage appropriate relationships (opportunities) between emerging technology resources and the education process.
- 1J. Collaborate with business and instructional units to develop ownership of their work product.

Strategic Planning

- 2D. Promote and lead the implementation of industry best practice methodologies, tools, and programs (e.g., TCO, ITIL, SDLC, Baldrige) in support of technology.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Business Management

- 8D. Make effective purchasing decisions following relevant laws, policies, and guidelines.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.
- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.
- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 2 – The school system regularly educates its employees about the importance of, and expectations for, the use of the established vetting process for online services.

Team Building and Staffing

- 5E. Build an environment of trust through communication and transparency about decisions and how they are made.

Communication Systems

- 7A. Direct and coordinate the use of e-mail, organization websites, web tools, voice systems, and other forms of communication.
- 7B. Use various communication tools and techniques.

Business Management

- 8H. Budget for ongoing, purposeful professional development for all staff using new technologies.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.
- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.
- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 3 – The school system implements contract language and data sharing agreements addressing student data privacy and data security.

Business Management

- 8F. Direct, manage, and negotiate with vendors and business partners.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.
- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.
- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 4 – The school system ensures that enforceable data privacy and security requirements are in place around all business processes that involve student data.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.
- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.
- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.