COSN TRUSTED LEARNING ENVIRONMENT PRACTICE AREA

Professional Development Practices

TLE Practice Requirements

Practice 1 — Privacy and security of student data is embedded into training and professional development in all areas of school operations and academics.

Ethics and Policies

- 3C. Communicate to stakeholders the appropriate ethical and professional behavior for technology use in the organization.

- 3D. Model and ensure awareness about pertinent laws and legal issues related to implementation and use of technology in an organization (e.g., copyright, privacy, and compliance.)

Instructional Focus and Professional Development

- 4A. Plan for and coordinate ongoing, purposeful professional development.

- 4C. Empower staff to reach a proficient level to meet the ongoing demands of their jobs.

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.

TLE Practice Requirements

Practice 1 — Privacy and security of student data is embedded into training and professional development in all areas of school operations and academics. *(continued)*

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.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 2 — The school system provides employees with up-to-date, easily accessible resources and documented processes, including exemplars and templates that facilitate student data privacy and security.

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Practice 3 — Parents are offered awareness training and resources about student data privacy and security.

Leadership and Vision

- 1l. Promote effective use of communication and marketing resources.

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Business Management

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Practice 4 — All staff members participate in annual student data privacy training related to applicable federal and/or state laws.

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