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.

Ethics and Policies

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• 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.
TLE Practice Requirements

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

Leadership and Vision

• 11. Promote effective use of communication and marketing resources.

Communication Systems

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• 7B. Use various communication tools and techniques.

Business Management

• 8H. Budget for ongoing, purposeful professional development for all staff using new technologies.
TLE Practice Requirements

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

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Instructional Focus and Professional Development

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

Team Building and Staffing

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