



Trusted Learning Environment Self-Assessment

		We haven't considered this yet	We have begun to work on this	We have this practice in place	We have a mature policy and process in place
Leadership Practices					
L.1	The deliberations and decisions of school system leaders reflect an understanding of data privacy and security.	1	2	3	4
L.2	The school system has up to date policies and regulations addressing data privacy compliance requirements.	1	2	3	4
L.3	The school system's policies and regulations set clear expectations for the protection of student data privacy and security, as well as the transparent use of data.	1	2	3	4
L.4	A school system executive leader is identified as the person responsible for development and implementation of data privacy and security policies and practices.	1	2	3	4
L.5	School system leaders provide transparent, updated and accessible communications regarding the collection, management and use of student data to their community.	1	2	3	4
L.6	School system leaders ensure adequate resources are available to meet data privacy and security needs.	1	2	3	4

Business Practice

B.1	The school system has implemented a process for vetting online services for data privacy and security.	1	2	3	4
B.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.	1	2	3	4
B.3	The school system implements contract language and data sharing agreements addressing student data privacy and data security.	1	2	3	4
B.4	The school system ensures that all business processes associated with student data include enforceable data privacy and security requirements.	1	2	3	4

Data Security Practice

S.1	The school system website includes its data privacy and security policies and practices which are updated as-needed, but at least on an annual basis.	1	2	3	4
S.2	The school system data privacy and security procedures includes information about data retention periods for student records, data transmission technical protocols, data at-rest and methods and controls limiting access to electronic data.	1	2	3	4
S.3	The school system has enforceable policies regarding storage of data on local computers, mobile devices, storage devices and cloud file-sharing and storage services.	1	2	3	4
S.4	The school system utilizes a documented, role-based process when granting access rights to educators, staff, and contractors to data and technology systems.	1	2	3	4
S.5	The school system has a process in place to communicate data incidents to appropriate stakeholders, in accordance with state law and school system policies.	1	2	3	4

S.6	The school system has a business continuity and disaster recovery plan which is verified and tested on an established, regular basis.	1	2	3	4
S.7	The school system performs an audit of data privacy and security practices on an established, regular basis.	1	2	3	4

Professional Development Practice

P.1	Privacy and security of student data is embedded into training and professional development in all areas of school operations and academics.	1	2	3	4
P.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.	1	2	3	4
P.3	Parents are offered appropriate awareness training and resources about student data privacy and security.	1	2	3	4
P.4	All staff members participate in annual student data privacy training related to applicable federal and/or state laws.	1	2	3	4

Classroom Practice

C.1	Teachers implement a curriculum to promote student information literacy, digital citizenship and Internet safety.	1	2	3	4
C.2	Teachers are aware of and regularly use the school system's established process for vetting and procuring online services.	1	2	3	4
C.3	Teachers model appropriate use and protection of student data for their students.	1	2	3	4

C.4	Teacher communications to parents include clear information about the collection, use and protection of student data.	1	2	3	4
-----	---	---	---	---	---

Q1

In what practice areas (Leadership, Business, Data Security, Professional Development and Classroom) do you have the most 1 and 2 scores?

Q2

In what practice areas (Leadership, Business, Data Security, Professional Development and Classroom) do you have the most 3 and 4 scores?

