

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 5003
Policy Name: Student Data Policy Advisory Group
Date Approved: September 7, 2023

1. The Utah State Board of Education (the Board) hereby establishes the Student Data Policy Advisory Group (SDPAG).
2. The purposes of the SDPAG is to:
 - a. discuss and make recommendations to the Board regarding enacted or proposed legislation;
 - b. discuss and make recommendations to the Board regarding state and local student data protection policies across the state;
 - c. review and monitor the state student data governance plan (Board Policy 3006); and
 - d. perform other tasks related to student data protection as designated by the Board.
3. In support of its purposes, the SDPAG may:
 - a. provide valuable insights by representing their stakeholder groups in advising the Board on:
 - i. the impact of student data privacy policies; and
 - ii. business rules in the implementation of student privacy policies;
 - b. advise the Board on the development of student data privacy policies; and
 - c. perform other specific tasks as may be identified by the Board.
4. The SDPAG shall meet as needed to accomplish the purposes outlined for the committee in this policy.
5. During a scheduled meeting, the SDPAG may:
 - a. review the published agenda for the Board’s meeting, identify student data privacy issues and provide feedback to the Board on those items;
 - b. discuss feedback received from community stakeholders on Board agenda items;

- c. make written recommendations and provide feedback to:
 - i. Board committee chairs on matters coming before the Board's committee; and
 - ii. Board leadership on matter scheduled to come before the full Board; and
 - d. make written recommendations to Board leadership on other issues of importance for student data privacy that merit consideration by the Board.
6. SDPAG meetings are not subject to the Open and Public Meetings Act.
7. The Director of Privacy shall:
- a. provide clerical support to facilitate meeting logistics, prepare meeting agendas and minutes, and assist with required written communication to the Board;
 - b. send a copy of each SDPAG agenda to the Board at least three days before the SDPAG meeting; and
 - c. prepare a one-two page summary of each SDPAG meeting and send the summary with SDPAG recommendations to the Board by e-mail.
8. The SDPAG shall conduct committee business under Roberts Rules of Order.
9. The SDPAG shall be composed of the following members:
- a. Voting members:
 - i. One member who is a parent of a student enrolled in a public school;
 - ii. One member who is an educator in a public school;
 - iii. One member who is a local school board member;
 - iv. One member who is an LEA data manager;
 - v. One member who is an LEA information security officer;
 - vi. One or more representative of the Utah Education and Telehealth Network (UETN);
 - vii. Two at-large members with privacy expertise; and
 - viii. One at-large member with cybersecurity expertise.
 - b. Non-voting members:
 - i. One or more Legislators;

- ii. One or more members of the Board;
- iii. One or more Board employees;
- iv. The USBE Director of Privacy; and
- v. The Deputy Superintendent of Policy.

10. SDPAG voting members shall be appointed for four-year terms. Committee member terms of service shall be staggered so that approximately half of the members are appointed every two years. If a voting member misses two or more consecutive meetings without providing notice to the Director of Privacy, the committee may request that the Board remove the member and appoint a replacement.

11. SDPAG meetings shall be facilitated by the Director of Privacy. The Director of Privacy shall:

- a. coordinate meeting logistics with SDPAG members;
- b. preside at SDPAG meetings;
- c. report to Board leadership and committee chairs as requested; and
- d. invite other stakeholders and additional USBE staff to participate in SDPAG meetings as needed.

12. This policy is subject to Policy 1004 – Advisory Groups.