

# We Were Lost... Now We are Found

One LEA's Journey into Data Governance



# HELLO!

Who are we?

## Ogden School District

Student Data Privacy Work Group





# WHO'S ON OUR TEAM?



**Chad Carpenter**

Assistant Superintendent  
Student Advocacy Services



**Sondra Jolovich-Motes**

Executive Director  
Equity and Access



**Mike Hipwell**

Interim IT Supervisor  
Information Technology  
Department



**Karen Harrop**

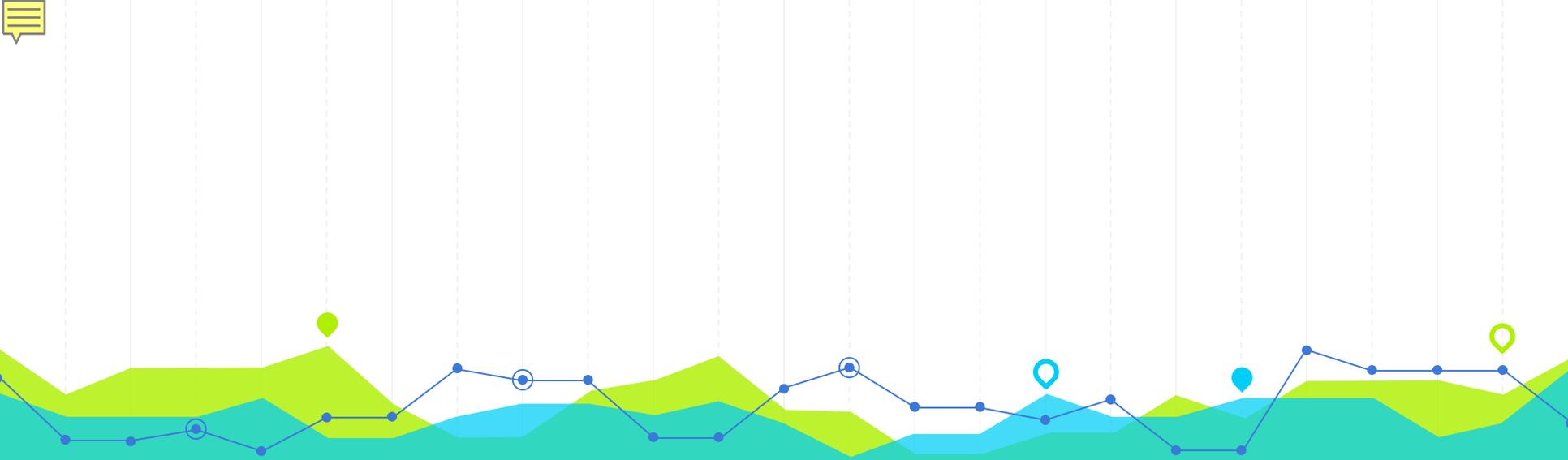
Director of Special Education  
Special Education Department



**Ian Davey**

Assessment & Data Specialist  
Student Achievement





# Our Starting Point

Existing Policy

1



## *2.111 Data Management*

*In order to facilitate the educational program, the district will utilize current data processing systems from resources such as state, private, and district owned and operated facilities which can most effectively meet the needs of the district. Utilizing internal mechanisms and software program, the district will make every effort to protect and hold secure all data based information.*

*The district may join with other districts and state-wide symposiums and organizations to more effectively develop and utilize technological equipment and data for instructional and business purposes.*

*Approved by the OSD Board of Education, October 29, 1991.*





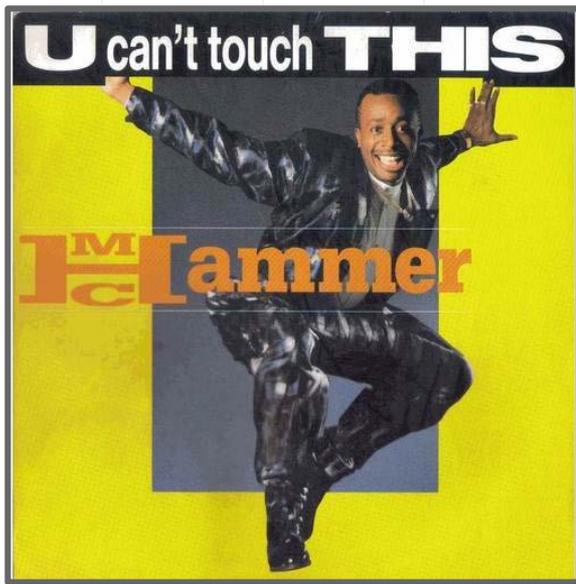
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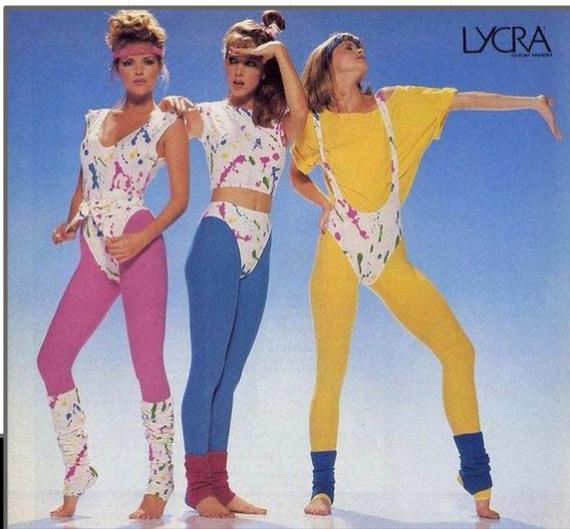
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1991





# It's All in the Team

Broad perspective provides depth of knowledge.

# 2

# PART I: DATA PRIVACY WORK GROUP

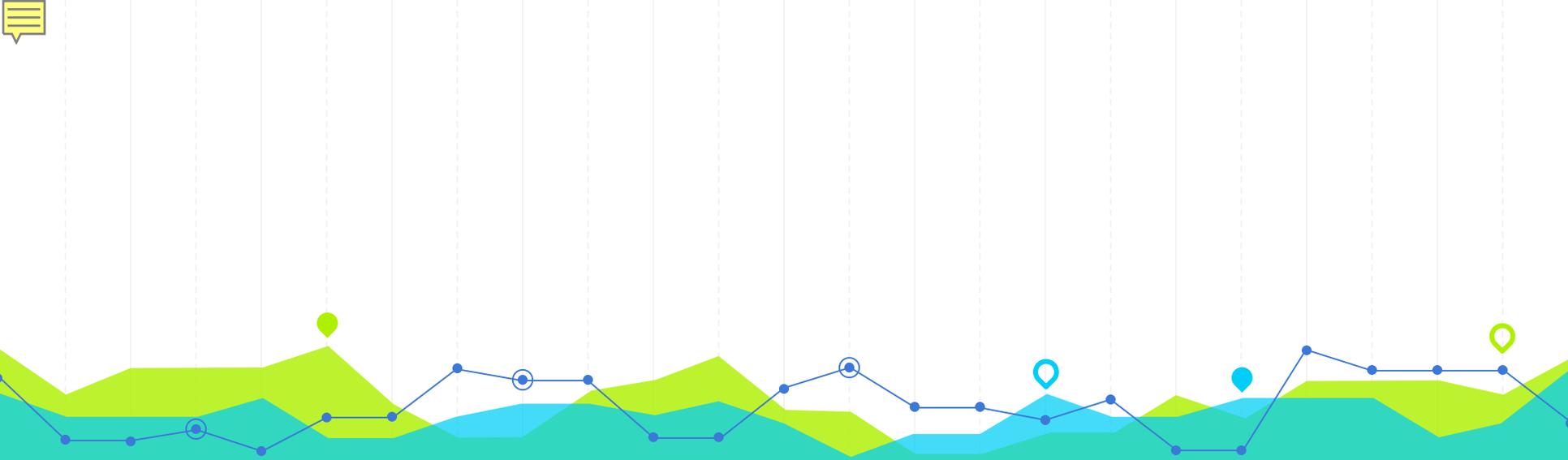
- ⦿ District leadership
- Equity and access
- Special education
- Information technology
- Student achievement
- USBE





## PART II: DATA PRIVACY ADVISORY COMMITTEE

- ⦿ Chief privacy officer
  - Parent/community member(s)
  - Employee representatives
    - Licensed professional(s)
    - School and district administrator(s)
    - Educational support professional(s)
- 



# Policy: Not just “Find and Replace”

...But it’s a great place to start.

# 3



# WHERE DO WE START?

- ◎ USBE template suggestions
- USBE Student Data Privacy and Privacy Technical Assistance Center (PTAC)
- What applies to an LEA vs. USBE?
  - What's in the law?
  - Merging with existing law and policy





# Training: Changing Behavior

Motivation gets you going and habit gets you there.

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## DEVELOPING OUR TRAINING

- ◎ **All** employees receive training
- **Leveled system** for unique positions
- Build in to **HR procedures** for new hires and ongoing training

We have also developed a **data governance website** where we can post this training as well as resources, updates and information.





## Level 1

- This training is an overview of data governance and security (e.g., best practices, guidelines, policy review, etc.).
- Required of all employees (including board members, contract, temporary, and volunteers).

## Level 2

- This training includes a fundamental understanding of data governance and security specific to users who have **school-level access** to student data.
- Required if
  - The position requires an educator license.
  - The employee has school-level access to student data.
  - Requested by the Student Data Manager.

## Level 3

- This training includes an advanced understanding of data governance and security for users with **district-level access** to student data.
  - Required if
    - The position requires an administrative license.
    - The employee has district-wide access to student data.
    - Requested by the Student Data Manager.
- 



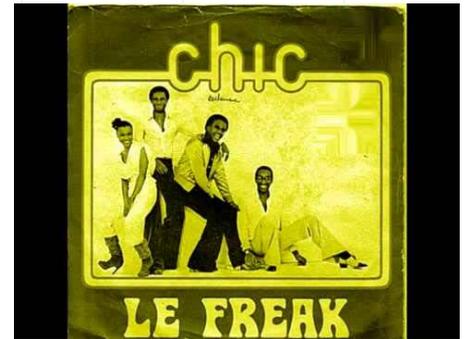
# Roll-out: Consistent Messaging

Consistency is what transform average into excellence.

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# AVOID THE FREAKOUT

- ◎ Introductory letter from Superintendent
  - Buy-In
  - Consistent messaging
  - Uniformity
- All subsequent messaging originates from and is disseminated by the Chief Privacy Officer





# COMMUNICATION PLAN

- ◎ Superintendent message
  - Purpose (the 'Why')
  - How it applies
- Ongoing communication originates from Chief Privacy Officer
  - Solutions
  - Replacements
  - Varying methods
  - Frequent communication to all stakeholders





**Board of Education**

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Jennifer Zundel, Vice President  
Douglas B. Barker  
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Nancy Blair  
Susan Richards  
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Dr. Rich K. Nye, Superintendent  
Zane K. Woolstenhulme, Business Administrator

**MEMORANDUM**

**TO:** All Ogden School District Employees

**FROM:** Dr. Rich K. Nye, Superintendent

**DATE:** November, 6, 2017

**SUBJECT:** Data Governance Training

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I am pleased to announce that Ogden School District has taken important steps in creating a comprehensive data governance plan. Each one of us has a moral and legal responsibility to protect student privacy and



# Next Steps: Ongoing Process

It's about being better than you were yesterday

# 6



# ONGOING PROCESSES AND MONITORING

- ⦿ Make sure this is covered in your LEA's policies and procedures
- Ensure trainings achieve intended outcomes
- Keep trainings and policies up to date and relevant

## Post Professional Development Survey

Your email address ( ) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Did you feel as though the training met the objectives? \*

Yes

No

Other: \_\_\_\_\_

How satisfied with the training were you? \*

1 2 3 4

[SCHOOLS](#)[LEARNING](#)[COMMUNITY](#)[DEPARTMENTS](#)[ABOUT US](#)[CAREERS](#)

# DATA GOVERNANCE

[HOME](#) > [DEPARTMENTS](#) > [INFORMATION TECHNOLOGY](#)

The Board of Education of Ogden School District recognizes its moral and legal responsibility to **protect student privacy and ensure data security** (student and staff data). Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401 requires that Ogden School District adopt a **Data Governance Plan**. Data governance is an organizational approach to data and information management that is formalized as a set of policies and procedures that encompass the full life cycle of data; from acquisition, to use, to disposal.

The **OSD Data Governance Plan** is applicable to all employees, temporary employees, contractors, and volunteers of the Ogden School District. The policy must be used to assess agreements made to disclose data to third-parties. This policy must also be used to assess the risk of conducting business. In accordance with Ogden School District policy and procedures, this policy will be reviewed and adjusted on an annual basis or more frequently, as needed. This policy is designed to ensure only authorized disclosure of confidential information.

## NEWS/UPDATES

No post to display.

[RESOURCES](#)[FAQ](#)

# THANKS!

## Any questions?

You can find us at

[goo.gl/GDvTsp](https://goo.gl/GDvTsp) / [carpenterc@ogdensd.org](mailto:carpenterc@ogdensd.org)



## CREDITS/RESOURCES

Special thanks to the following organizations:

- ❑ [OSD Data Governance Website](#)
- ❑ [USBE Student Data Privacy Team](#)
- ❑ [US DOE Protecting Student Privacy \(PTAC\)](#)
- ❑ Presentation template by [SlidesCarnival](#)