

# Implimenting Data Governance



# *Data Governance Committee*

## *Members:*

- Superintendent*
- Curriculum Director*
- Technology Coordinator*
- Technology Administrative Assistant*
- Building Principals*
- Building Teacher*

*Committee Meets twice a Year*

## *Flow Chart*

*<https://drive.google.com/drive/folders/OB9lzbRtMmddYUEhLS2xWamplejA>*

# Highland Data Governance Committee

Process Flowchart  
9-28-2016

District Department,  
School or Teacher  
would like to use a  
technology site/app.

Check the District Academic  
Technology Menu

The site/app has  
already been approved.

Does our menu  
contain a suitable  
solution?

Yes

NO

Department/School/  
Teacher submits  
site/app to HDPC

Does submission  
warrant a full  
response?

Site/App is  
evaluated for legal,  
technical, curricular  
and other criteria.

What is the  
result of this  
evaluation?

*Supported*

*Allowed*

*Allowed w/caution*

*Not allowed*

Department, School, or  
Teacher is notified that the  
site/app is approved.  
Supports are put into place.

Department, School,  
or Teacher is  
notified that the  
site/app is approved.

Department, School, or  
Teacher is notified that the  
site/app is approved.  
Cautions are explained.

Department, School, or  
Teacher is notified that the  
site/app is not approved.  
Referred to process for  
finding solutions.

Results of evaluation are  
added to the District  
Academic Technology  
Menu

Committee Leader  
Roger Saffle

Committee Members

Catherine Aukerman  
Laurie Boedicker  
Dana Addis  
Rob Henry  
James Carpenter  
LeAnn Gausman  
Katie Kowza  
Lisa Reynolds  
Dawn Zorn  
Amy Lyon  
Kim Reichelt  
Shea Strittmather  
Ann Marie Platten

## *Form Submission*

*Requests for vetting are submitted via a Google form located on the Technology Website*

*[http://www.highlandschools.org/  
Content/202](http://www.highlandschools.org/Content/202)*

# HDGC Technology Evaluation Request

(Please note that these requests are reviewed twice a year - September and January. We will respond to your submission after our next review session. For already approved tools/solutions please refer to the District Academic Technology Menu located on our support server. Thank you.)

Your email address ([saffle@highlandschools.org](mailto:saffle@highlandschools.org)) will be recorded when you submit this form. Not **saffle?** [Sign out](#)

\* Required

**What is your name? \***

**Where do you work? \***

**What is the name of the tool/solution you would like evaluated? \***

**What is the URL of this resource? \***

**What is the URL of this resource's Privacy Policy? \***

(The resource will not be evaluated without this URL)

**Who are the intended users? \***

- students
- teachers
- school administrators
- district administrators

Other:

**What type of resource is this? \***

- Ipad
- Software
- On-line

**Please describe your intended use of this tool/solution: \***

(What need does it fulfill? When and where will the students use it - for example school, home.)

**Please describe any special concerns about the tool/solution that you would like considered when it is evaluated.**

Send me a copy of my responses.

[Submit](#)

*Never submit passwords through Google Forms.*

Powered by

This form was created inside of Highland Local School District.

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

*Request are then turned into a  
work sheet for the meeting*

*Approved*

*<https://docs.google.com/document/d/1uvPLY1YdkB4-ztGY3jY5z9cWlRbSvKg33rKwRxUYfcl/edit>*

*Denied*

*[https://docs.google.com/document/d/1EcCzOWJkLofU3dLJ\\_rHWb42IzBTbEjKu7SzbuphT1hs/edit](https://docs.google.com/document/d/1EcCzOWJkLofU3dLJ_rHWb42IzBTbEjKu7SzbuphT1hs/edit)*

Scratchjr.org - requested by Alesci Hawkins - <http://scratchjr.org/>

<https://www.scratchjr.org/privacy.html>

*Coding and computer science in the classroom*

Intended users - students, teachers

**Reviewed by:**

  X   Approved                             Approved W/C                             NOT Approved

***Is the site COPPA compliant:***   X   Yes -under 13 can use;        Yes -under 13 cannot use;        No

***Does the site:***

Have a privacy policy?

  Y     N  

Collect, maintain, use or share student personal information beyond that needed for authorized educational/school purposes, or as authorized by the parent/student?

Y   N  

Sell student personal information?

Y   N  

Use or disclose student information collected through an educational/school service (whether personal information or otherwise) for behavioral targeting of advertisements to students?

Y   N  

Build a personal profile of a student other than for supporting authorized educational/school purposes or as authorized by the parent/student?

Y   N  

Retain student personal information beyond the time period required to support the authorized educational/school purposes, or as authorized by the parent/student?

Y   N  

Maintain a comprehensive security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of student personal information against risks?

Y   N

### Additional Comments:

I do not see where students need to log in. The student is able to use the product through an iPad or Chrome app. No log in is required, HOWEVER students must be logged into Google or their iPad in order to use the product. ScratchJr only collects click data through Google Analytics.

**Kanbanchi** - requested by Tammy Kunze -

<https://kanban-chi.appspot.com/dashboard/5913741775863808/d-5913741775863808>

<http://www.kanbanchi.com/privacy-policy>

*Kanbanchi allows me to create a document that I can share with the students. The document contains 3 columns - "To Do", "Doing", and "Done". I can list the students work for each day on the document - the student goes to their Google Drive, opens our document and immediately knows what they need to be working on in the Learning Center for that day. The student can "move" the assignment into the different columns to show if they are in the process of "doing" it or if it is done. This would be a major time saver, allowing students more time to work.*

Intended users - students, teachers

**Reviewed by: Dawn Zorn and Jim Carpenter**

Approved       Approved W/C       NOT Approved

**Is the site COPPA compliant:**  Yes -under 13 can use;  Yes -under 13 cannot use;  No

**Does the site:**

Have a privacy policy?

Y

Collect, maintain, use or share student personal information beyond that needed for authorized educational/school purposes, or as authorized by the parent/student?

N

Sell student personal information?

N

Use or disclose student information collected through an educational/school service (whether personal information or otherwise) for behavioral targeting of advertisements to students?

N

Build a personal profile of a student other than for supporting authorized educational/school purposes or as authorized by the parent/student?

N

Retain student personal information beyond the time period required to support the authorized educational/school purposes, or as authorized by the parent/student?

N

Maintain a comprehensive security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of student personal information against risks?

Y

Additional Comments: Does not relate what occurs with the data once it is deleted. Must have a policy that says they delete the student data if deleted by user

# *Sliders*

*Software that went home on  
FERPA letters*

*<http://support.highlandschools.org/index.php/14-sample-data-articles/115-sliders#go-noodle>*

*All vetted Software*

*<http://support.highlandschools.org/index.php/14-sample-data-articles/116-approved-software-list#glogster>*

*Denied Software*

*[https://docs.google.com/document/d/1VBmE7Olt6JzMsozTUXcrCJVMY8yuTiaORqnNkqq\\_FFE/edit](https://docs.google.com/document/d/1VBmE7Olt6JzMsozTUXcrCJVMY8yuTiaORqnNkqq_FFE/edit)*



## **SOFTWARE NOT APPROVED:**

## **APPS NOT APPROVED:**

**ABC MOUSE  
Animoto  
Audiobooksync  
Facebook  
Glogster  
Hitfilm 3 Express  
Kanbanchi  
Periscope  
Pixton  
Poetic Power  
Read Theory  
Shutterfly  
Storybird  
Storyboardthat  
Team Snap  
Twitter  
Vocabulary Workshop**

**ABA Problem Solving  
ABC Alphabet Phonics Preschool Kids Game  
Barefoot World Atlas  
Dragon Dictation  
Flashcardlet  
Fotobabble  
iPrompts  
iQuestion  
iTalk Recorder  
Kindle  
Mad Libs  
Mathmateer  
Monkey Math School Sunshine  
NOOK  
Particle Zoo  
Photostory - Create your own stories  
Read2Go  
ShowMe Interactive Whiteboard  
Sketchbook Express for iPad  
Story Starters Ideas for Writing  
Teach Me Kindergarten  
Thirteen Explore  
Time, Money & Fractions On-Track  
Tocomail - Safe Email for Kids  
Tocomail - for gMail  
Touchcast  
Twitter  
Word Search Free**

## *"FERPA" Letters Home*

*High School / Middle School do it as part of our electronic yearly registration process*

*Elementary Schools send actual paper letters home*

*<https://drive.google.com/drive/folders/oB9lzbRtMmddYUEhLS2xWamplejA>*

# FERPA Agreement

Dear Parent(s),

Highland Local School District will continue to provide your student with the most effective tools and applications for learning. The resources that may be used by your child's teacher are included on our [Approved Educational Apps and Websites](#), and will also be listed on the teachers' syllabi. Please note that ALL of the sites listed have been screened by the District Data Privacy Committee under the guidance of both FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and COPPA (<http://www.coppa.org/>) laws protecting your students' privacy.

After reviewing the websites in the [Approved Educational Apps and Websites](#), please acknowledge your consent by signing below. If you provide consent, you do not need to print this form. Your electronic signature will serve as permission for your student to have access to the approved resources. If you do NOT grant consent, please print the list and indicate which educational sites your child does not have permission to use. The printed form is due in the main office by August 19th, 2016.

This permission will expire at the end of this school year. You, as the parent or guardian, can change it at any time. For more information on our Data Privacy Committee, please visit (URL) or contact the Highland Technology Department at 330-239-1901, ext. 5109.

## Directory Listing Consent

I/we, the parents/guardians of **Ryan** [REDACTED]  our student to be included in school directories such as phone directories, yearbooks, honor roll lists, etc.)

## Form Signatures

Parent/Guardian Signature:



# Highland Local Schools

3880 Ridge Road • Medina, Ohio 44256  
Phone: 330-239-1901 • Fax: 330-239-2456  
Akron: 330-686-1901 • Cleveland/Hinckley: 330-278-2727  
www.highlandschools.org

August 11, 2016

Dear Parent(s),

Highland Local School District will continue to provide your student with the most effective tools and applications for learning. The resources that may be used by your child's teacher are included on the following page, and will also be listed on the teachers' syllabi. Please note that ALL of the sites listed have been screened by the District Data Privacy Committee under the guidance of both FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and COPPA (<http://www.coppa.org/>) laws protecting your students' privacy.

After reviewing the websites, please acknowledge your consent by signing below. If you provide consent, you do not need to print this form. Your electronic signature will serve as permission for your student to have access to the approved resources. If you do not grant consent, please print this form and indicate which educational sites your child does not have permission to use. The printed form is due in the main office by August 19<sup>th</sup>, 2016.

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Student's Name: (PLEASE PRINT) \_\_\_\_\_

I, as a parent/guardian of the above-named student, consent for my student to use these programs and services:

\_\_\_\_\_ I consent      \_\_\_\_\_ I DO NOT consent (apps/sites listed on the back of this sheet)

Parent/Guardian Name (PLEASE PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Highland High School

**Catherine Aukerman, Superintendent**

Neil Barnes, CPA  
Treasurer

Laurie Boedicker  
Director of Curriculum & Instruction

Deborah Yorko  
Director of Special Education

Dawn Marzano  
Director of Communications



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## Highland High School Approved Educational Apps and Websites

### Online sites:

Artsonia	<a href="https://www.artsonia.com/privacy.asp">https://www.artsonia.com/privacy.asp</a>
Blender	<a href="https://www.blender.org/privacy-policy/">https://www.blender.org/privacy-policy/</a>
Code HS	<a href="https://codehs.com/privacy">https://codehs.com/privacy</a>
Final Forms	<a href="http://www.finalforms.com/finalforms-security-data-privacy-and-hipaa">http://www.finalforms.com/finalforms-security-data-privacy-and-hipaa</a>
Flubaroo	Powered by Google
Hudl	<a href="http://public.hudl.com/privacy">http://public.hudl.com/privacy</a>
Kahoot	<a href="https://getkahoot.com/info/privacy-policy">https://getkahoot.com/info/privacy-policy</a>
Khan Academy	<a href="https://www.khanacademy.org/about/privacy-policy">https://www.khanacademy.org/about/privacy-policy</a>
Lexia	<a href="http://lexialearning.com/privacy/lexia-privacy-policy">http://lexialearning.com/privacy/lexia-privacy-policy</a>
Livebinder	<a href="http://www.livebinders.com/welcome/privacy">http://www.livebinders.com/welcome/privacy</a>
Naviance	<a href="http://www.naviance.com/legal/privacy">http://www.naviance.com/legal/privacy</a>
Noodletools	<a href="http://www.noodletools.com/privacy.php">http://www.noodletools.com/privacy.php</a>
Plickers	<a href="https://www.plickers.com/privacy">https://www.plickers.com/privacy</a>
Prezi	<a href="https://prezi.com/privacy-policy">https://prezi.com/privacy-policy</a>
Quia	<a href="https://www.quia.com/faq.html#p1">https://www.quia.com/faq.html#p1</a>
Quizlet	<a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>
Remind	<a href="https://www.remind.com/en-GB/privacy-policy">https://www.remind.com/en-GB/privacy-policy</a>
Socrative	<a href="http://www.socrative.com/privacy.php">http://www.socrative.com/privacy.php</a>
Vista Higher Learning	<a href="http://vistahigherlearning.com/privacy-policy">http://vistahigherlearning.com/privacy-policy</a>
Web Parking Software	<a href="http://www.webparkingsoftware.com">www.webparkingsoftware.com</a>
YouTube	<a href="https://www.google.com/intl/en/policies/privacy">https://www.google.com/intl/en/policies/privacy</a>
Zaption	<a href="https://www.zaption.com/privacy">https://www.zaption.com/privacy</a>

### Online Apps

CNN App	<a href="http://www.cnn.com/privacy">http://www.cnn.com/privacy</a>
Evernote	<a href="https://evernote.com/legal/privacy.php">https://evernote.com/legal/privacy.php</a>
my Lexia	<a href="http://lexialearning.com/privacy/lexia-privacy-policy">http://lexialearning.com/privacy/lexia-privacy-policy</a>

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Deborah Yorko  
Director of Special Education

Dawn Marzano  
Director of Communications

# *DGG and Tech Manual*

*Technology manual*

*Data Governance Guidelines*

*[http://www.highlandschools.org/  
Content/202](http://www.highlandschools.org/Content/202)*

*Trusted Learning Environment Seal*

*Framework*

[https://docs.google.com/spreadsheets/  
d/1kT7TQTX3hRgnuWoOKerKriOzrva8cQ5zhZ3tEs3tY6U/  
edit#gid=0](https://docs.google.com/spreadsheets/d/1kT7TQTX3hRgnuWoOKerKriOzrva8cQ5zhZ3tEs3tY6U/edit#gid=0)

## *What have we learned?*

- *Important to have Teacher involvement*
- *Convince Building Administration importance and liability*
- *Parent Education on Data Governance*
- *Transparent communication to stakeholders*
- *Engage Legal Council to educate committee*
- *USE PTAC!!!*