

American International School of Utah Data Governance Plan

Official Policies and Procedures of the American International School of Utah	
Effective/Revision Date: 6/19/2017	
Policy Title: American International School of Utah Data Governance Plan	

1 PURPOSE

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 Utah Board of Education takes seriously its moral and legal responsibility to protect student privacy and ensure data security. Utah’s Student Data Protection Act (SDPA), U.C.A §53A-1-1401 requires that American International School of Utah (AISU) adopt a Data Governance Plan.

2 SCOPE AND APPLICABILITY

This policy is applicable to all employees, temporary employees, and contractors of the Agency. 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 Agency 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. The following 8 subsections provide data governance policies and processes for AISU:

1. Data Advisory Groups
2. Non-Disclosure Assurances for Employees
3. Data Security and Privacy Training for Employees
4. Data Disclosure
5. Data Breach
6. Record Retention and Expungement
7. Data Quality
8. Transparency

Furthermore, this AISU Data Governance Plan works in conjunction with the Agency Information Security Policy, which:

- Designates AISU as the steward for all confidential information maintained within AISU.
- Designates Data Stewards access for all confidential information.
- Requires Data Stewards to maintain a record of all confidential information that they are responsible for.
- Requires Data Stewards to manage confidential information according to this policy and all other applicable policies, standards and plans.
- Complies with all legal, regulatory, and contractual obligations regarding privacy of Agency data. Where such requirements exceed the specific stipulation of this policy, the legal, regulatory, or contractual obligation shall take precedence.
- Provides the authority to design, implement, and maintain privacy procedures meeting AISU standards concerning the privacy of data in motion, at rest and processed by related information systems.
- Ensures that all AISU board members, employees, contractors, and volunteers comply with the policy and undergo annual privacy training.
- Provides policies and process for
 - Systems administration,
 - Network security,
 - Application security,
 - Endpoint, server, and device Security
 - Identity, authentication, and access management,
 - Data protection and cryptography
 - Monitoring, vulnerability, and patch management
 - High availability, disaster recovery, and physical protection
 - Incident Responses
 - Acquisition and asset management, and
 - Policy, audit, e-discovery, and training.

3 DATA ADVISORY GROUPS

3.1 STRUCTURE

AISU has a three-tiered data governance structure to ensure that data is protected at all levels of Utah's educational system.

3.2 GROUP MEMBERSHIP

Membership in the groups require board approval. Group membership is for two years. If individual members exit the group prior to fulfilling their two-year appointment, the board may authorize AISU's Head Administrator to appoint a replacement member.

3.3 INDIVIDUAL AND GROUP RESPONSIBILITIES

3.3.1 The following tables outlines individual AISU staff and advisory group responsibilities. Table 1. Individual AISU Staff Responsibilities

Role	Responsibilities
<p>LEA Student Data Manager</p>	<ol style="list-style-type: none"> 1. Authorize and manage the sharing, outside of the education entity, of personally identifiable student data from a cumulative record for the education entity 2. Act as the primary local point of contact for the state student data officer. 3. A student data manager may share personally identifiable student data that are: <ol style="list-style-type: none"> a. of a student with the student and the student's parent b. required by state or federal law c. in an aggregate form with appropriate data redaction techniques applied d. for a school official e. for an authorized caseworker or other representative of the Department of Human Services or the Juvenile Court f. in response to a subpoena issued by a court. g. directory information h. submitted data requests from external researchers or evaluators, 4. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation. 5. Create and maintain a list of all LEA staff that have access to personally identifiable student data. 6. Ensure annual LEA level training on data privacy to all staff members, including volunteers. Document all staff names, roles, and training dates, times, locations, and agendas.

IT Systems Security Manager	<ol style="list-style-type: none"> 1. Acts as the primary point of contact for state student data security administration in assisting the board to administer this part; 2. Ensures compliance with security systems laws throughout the public education system, including: <ol style="list-style-type: none"> a. providing training and support to applicable AISU employees; and b. producing resource materials, model plans, and model forms for LEA systems security; 3. Investigates complaints of alleged violations of systems breaches; 4. Provides an annual report to the board on AISU 's systems security needs
Educators: CTE Director Elementary Support Middle School Support High School Support	<ol style="list-style-type: none"> 1. Attend all Governance Meetings 2. Support communication of all training and guidelines to AISU staff 3. Advise LEA on changes and updates
Other: Office/Logistical Support Registrar	<ol style="list-style-type: none"> 1. Update AISU Website of all new policies and approved decisions 2. Manage registration information both online and hard copy 3. Communicate hardware needs

4 EMPLOYEE NON-DISCLOSURE ASSURANCES

Employee non-disclosure assurances are intended to minimize the risk of human error and misuse of information.

4.1 SCOPE

All AISU board members, employees, contractors and volunteers must sign and obey the AISU Employee Non-Disclosure Agreement (See Appendix A), which describes the permissible uses of state technology and information.

4.2 NON-COMPLIANCE

Non-compliance with the agreements shall result in consequences up to and including removal of access to AISU network; if this access is required for employment, employees and contractors may be subject to dismissal.

4.3 NON-DISCLOSURE ASSURANCES

All student data utilized by AISU is protected as defined by the Family Educational Rights and Privacy Act (FERPA) and Utah statute. This policy outlines the way AISU staff is to utilize data and protect personally identifiable and confidential information. A signed agreement form is required from all AISU staff to verify agreement to adhere to/abide by these practices and will be maintained in AISU Human

Resources. All AISU employees (including contract or temporary) will:

1. Complete a Security and Privacy Fundamentals Training.
2. Complete a Security and Privacy Training for Researchers and Evaluators, if your position is a research analyst or if requested by the Chief Privacy Officer.
3. Consult with AISU internal data owners when creating or disseminating reports containing data.
4. Use password-protected state-authorized computers when accessing any student-level or staff-level records.
5. NOT share individual passwords for personal computers or data systems with anyone.
6. Log out of any data system/portal and close the browser after each use.
7. Store sensitive data on appropriate-secured location. Unsecured access and flash drives, DVD, CD-ROM or other removable media, or personally owned computers or devices are not deemed appropriate for storage of sensitive, confidential or student data.
8. Keep printed reports with personally identifiable information in a locked location while unattended, and use the secure document destruction service provided at AISU when disposing of such records.
9. NOT share personally identifying data during public presentations, webinars, etc. If users need to demonstrate child/staff level data, demo records should be used for such presentations.
10. Redact any personally identifiable information when sharing sample reports with general audiences, in accordance with guidance provided by the student data manager, found in Appendix B (Protecting PII in Public Reporting).
11. Take steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.
12. Delete files containing sensitive data after using them on computers, or move them to secured servers or personal folders accessible only by authorized parties.
13. NOT use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages. If there is any doubt about the sensitivity of the data the Student Data Privacy Manager should be consulted.
14. Use secure methods when sharing or transmitting sensitive data. AISU will use and internal secured network along with sharing within secured server folders is appropriate for AISU internal file transfer.
15. NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data via approved methods such as described in item ten.
16. Limit use of individual data to the purposes which have been authorized within the scope of job responsibilities.

4.4 DATA SECURITY AND PRIVACY TRAINING

4.4.1 Purpose

AISU will provide a range of training opportunities for all AISU staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

4.4.2 Scope

All AISU board members, employees, and contracted partners.

4.4.3 Compliance

New employees that do not comply may not be able to use AISU networks or technology.

4.4.4 Policy

1. Within the first week of employment, all AISU board members, employees, and contracted partners must sign and follow the AISU Employee Acceptable Use Policy (see Appendix E) which describes the permissible uses of state technology and information.
2. New employees that do not comply may not be able to use AISU networks or technology. Within the first week of employment, all AISU board members, employees, and contracted partners also must sign and obey the AISU Employee Non-Disclosure Agreement (see Appendix A) and AISU Employee Confidentiality Agreement (see Appendix F), which describe appropriate uses and the safeguarding of student and educator data.
3. All current AISU board members, employees, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training Curriculum within 60 days of the adoption of this rule.
4. AISU requires a targeted Security and Privacy Training for Data Stewards and IT staff for other specific groups within the agency that collect, store, or disclose data. The Chief Privacy Officer will identify these groups. Data and Statistics Coordinator will determine the annual training topics for these targeted groups based on AISU training needs.
5. Participation in the training as well as a signed copy of the Employee Non-Disclosure Agreement will be annually monitored by supervisors. Supervisors and the board secretary will annually report all AISU board members, employees, and contracted partners who do not have these requirements completed to the IT Security Manager.

5 DATA DISCLOSURE

5.1 PURPOSE

Providing data to persons and entities outside of AISU increases transparency, promotes education in Utah, and increases knowledge about Utah public education. This policy establishes the protocols and procedures for sharing data maintained by AISU. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401.

5.2 POLICY FOR DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

5.2.1 Student or Student’s Parent/Guardian Access

In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), AISU will provide parents with access to their child’s education records, or an eligible student access to his or her own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access), within 45 days of receiving an official request. AISU is not required to provide data that it does not maintain, nor is AISU required to create education records in response to an eligible student's request.

5.2.2 Third Party Vendor

Third party vendors may have access to students’ personally identifiable information if the vendor is designated as a “school official” as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii). A school official may include parties such as: professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

All third-party vendors contracting with AISU must be compliant with Utah’s Student Data Protection Act (SDPA), U.C.A §53A-1-1401. Vendors determined not to be compliant may not be allowed to enter into future contracts with AISU without third-party verification that they are compliant with federal and state law, and board rule.

5.2.3 Internal Partner Requests

Internal partners to AISU include LEA and school officials that are determined to have a legitimate educational interest in the information.

5.2.4 Governmental Agency Requests

AISU may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence of the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions to data without consent in the case of a federal or state

- a) reporting requirement
- b) audit
- c) evaluation

The Coordinator of Data and Statistics will ensure the proper data disclosure avoidance are included if necessary. An Interagency Agreement must be reviewed by legal staff and must include “FERPA-Student Level Data Protection Standard Terms and Conditions or Required Attachment Language.”

5.3 POLICY FOR EXTERNAL DISCLOSURE OF NON-PERSONALLY IDENTIFIABLE INFORMATION (PII)

5.3.1 Scope

External data requests from individuals or organizations that are not intending on conducting external

research or are not fulfilling a state or federal reporting requirement, audit, or evaluation. (see Appendix B)

5.3.2 Student Data Disclosure Risk Levels

AISU has determined four levels of data requests with corresponding policies and procedures for appropriately protecting data based on risk: Low, Medium, and High. The Coordinator of Data and Statistics will make final determinations on classification of student data requests risk level.

5.3.2.1 Low-Risk Data Request Process

Definition: High-level aggregate data

Examples:

- Graduation rate by year for the state
- Percent of third-graders scoring proficient on the SAGE ELA assessment

Process: Requester creates a ticket, Data Request forwarded to appropriate Data Steward. Data Steward fulfills request and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data Steward closes the ticket.

5.3.2.2 Medium-Risk Data Request Process

Definition: Aggregate data, but because of potentially low n-sizes, the data must have disclosure avoidance methods applied.

Examples:

- Graduation rate by year and LEA
- Percent of third-graders scoring proficient on the SAGE ELA assessment by school
- Child Nutrition Program Free or Reduced Lunch percentages by school

Process: Requester creates a ticket, Data Request forwarded to appropriate Data Steward, Data Steward fulfills request, applies appropriate disclosure avoidance techniques, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. Data Steward closes the ticket. If it does not pass QA, the data are sent back to the Data Steward for modification.

5.3.2.3 High-Risk Data Request Process

Definition: Student-level data that are de-identified.

Examples:

- De-identified student-level graduation data
- De-identified student-level SAGE ELA assessment scores for grades 3-6.

Process: Requester creates a ticket, Data Request forwarded to Data and Statistic Coordinator for review. If the request is approved, an MOA is drafted and sent to legal, placed on the board consent calendar, reviewed by the Superintendent, sent to the Purchasing/Contract Manager, sent to Coordinator or Data and Statistics, appropriate Data Steward fulfills request, de-identifies data as appropriate, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data Steward closes the ticket. If it does not pass QA, the

data are sent back to the Data Steward for modification.

5.4 DATA DISCLOSURE TO A REQUESTING EXTERNAL RESEARCHER OR EVALUATOR

Responsibility: The Coordinator of Data and Statistics will ensure the proper data are shared with external researcher or evaluator to comply with federal, state, and board rules.

AISU may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program audit or evaluation. Data that do not disclose PII may be shared with external researcher or evaluators for projects unrelated to federal or state requirements if:

1. An AISU Director, Superintendent, or board member sponsors an external researcher or evaluator request.
2. Student data are not PII and are de-identified through disclosure avoidance techniques and other pertinent techniques as determined by the Coordinator of Data and Statistics.
3. Researchers and evaluators supply the AISU a copy of any publication or presentation that uses AISU data 10 business days prior to any publication or presentation.

Process: Research Proposal must be submitted using this form:

<http://www.schools.utah.gov/data/Data-Request/ResearcherProposal.aspx>. Research proposals are sent directly to the Coordinator of Data and Statistics for review. If the request is approved, an MOA is drafted and sent to legal, placed on the board consent calendar, reviewed by the Superintendent, sent to the Purchasing/Contract Manager, sent to Coordinator of Data and Statistics, appropriate Data Steward fulfills request, de-identifies data as appropriate, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data Steward closes the ticket. If it does not pass QA, the data are sent back to the Data Steward for modification. (See Appendix D)

6 DATA BREACH

6.1 PURPOSE

Establishing a plan for responding to a data breach, complete with clearly defined roles and responsibilities, will promote better response coordination and help educational organizations shorten their incident response time. Prompt response is essential for minimizing the risk of any further data loss and, therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals.

6.2 POLICY

AISU shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, AISU staff shall follow industry best practices outlined in the Agency IT Security Policy for responding to the breach. Further, AISU shall follow best practices for notifying affected parties, including students, in the case of an adult student, or

parents or legal guardians, if the student is not an adult student.

Concerns about security breaches must be reported immediately to the IT security manager who will collaborate with appropriate members of the AISU executive team to determine whether a security breach has occurred. If the AISU data breach response team determines that one or more employees or contracted partners have substantially failed to comply with AISU 's Agency IT Security Policy and relevant privacy policies, they will identify appropriate consequences, which may include termination of employment or a contract and further legal action. Concerns about security breaches that involve the IT Security Manager must be reported immediately to the Superintendent.

AISU will provide and periodically update, in keeping with industry best practices, resources for Utah LEAs in preparing for and responding to a security breach. AISU will make these resources available on its website.

7 RECORD RETENTION AND EXPUNGEMENT

7.1 PURPOSE

Records retention and expungement policies promote efficient management of records, preservation of records of enduring value, quality access to public information, and data privacy.

7.2 SCOPE

AISU board members and staff.

7.3 POLICY

AISU staff, Utah LEAs and schools shall retain and dispose of student records in accordance with Section 63G-2-604, 53A-1-1407, and shall comply with active retention schedules for student records per Utah Division of Archive and Record Services.

In accordance with 53A-1-1407, AISU shall expunge student data that is stored upon request of the student if the student is at least 23 years old. AISU may expunge medical records and behavioral test assessments. AISU will not expunge student records of grades, transcripts, a record of the student's enrollment or assessment information. AISU staff will collaborate with Utah State Archives and Records Services in updating data retention schedules.

AISU maintained student-level discipline data will be expunged after three years.

8 QUALITY ASSURANCES AND TRANSPARENCY REQUIREMENTS

8.1 PURPOSE

Data quality is achieved when information is valid for the use to which it is applied, is consistent with other reported data and users of the data have confidence in and rely upon it. Good data quality does not solely exist with the data itself, but is also a function of appropriate data interpretation and use and

the perceived quality of the data. Thus, true data quality involves not just those auditing, cleaning and reporting the data, but also data consumers. Data quality at is addressed in five areas:

8.1.1 Data Governance Structure

The AISU data governance policy is structured to encourage the effective and appropriate use of educational data. The AISU data governance structure centers on the idea that data is the responsibility of all AISU sections and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

8.1.2 Data Requirements and Definitions

Clear and consistent data requirements and definitions are necessary for good data quality. On the data collection side, AISU communicates with LEA IT staff regularly at Data Group meetings and at biannual Data Conferences. Where possible, AISU program specialists are invited to these meetings and the same guidance is given to the appropriate LEA program directors.

On the data reporting side, the production and presentation layers provide standard data definitions and business rules. All data released includes relevant data definitions, business rules, and are date stamped. Further, Data and Statistics produces documentation, trainings and FAQs on key statistics and reports, such as AYP, graduation rate, mid year counts, special codes and class size.

8.1.3 Data Collection

Data elements should be collected only once—no duplicate data collections are permitted. Where possible, data is collected at the lowest level available (i.e. at the student/teacher level). Thus, there are no aggregate data collections if the aggregate data can be derived or calculated from the detailed data.

For all new data collections, AISU provides to LEAs clear guidelines for data collection and the purpose of the data request. AISU also notifies LEAs as soon as possible about future data collections. Time must be given to LEAs in order for them to begin gathering the data needed.

8.1.4 Quality Control Checklist

Checklists have been proven to increase quality (See Appendix C). Therefore, before releasing high-risk data, Data Stewards and Data Analysts must successfully complete the data release checklist in three areas: reliability, validity and presentation.

9 DATA TRANSPARENCY

Annually, AISU will publically post:

- AISU data collections
- Metadata Dictionary

Metadata Dictionary as described in Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401. "Metadata dictionary" means a complete list of an education entity's student data elements and other education-related data elements, that: (a) defines and discloses all data collected, used, stored, and shared by the education entity, including: (i) who uses a data element within an education entity and how a data element is used within an education entity; (ii) if a data element is shared externally, who uses the data element externally and how a data element is shared externally; (iii) restrictions on the use of a data element; and Utah

Code Page 3 (iv) parent and student rights to a data element; (b) designates student data elements as: (i) necessary student data; or (ii) optional student data; (c) designates student data elements as required by state or federal law; and (d) without disclosing student data or security information, is displayed on the education entity's website

10 APPENDIX

Appendix A. AISU Employee Non-Disclosure Agreement

As an employee of AISU, I hereby affirm that: (Initial)

_____ I have read the Employee Non-Disclosure Assurances attached to this agreement form and read and reviewed Data Governance Plan AISU policies. These assurances address general procedures, data use/sharing, and data security.

_____ I will abide by the terms of the AISU's policies and its subordinate process and procedures;

_____ I grant permission for the manual and electronic collection and retention of security related information, including but not limited to photographic or videotape images, of your attempts to access the facility and/or workstations.

Trainings

_____ I have completed AISU's Data Security and Privacy Fundamentals Training.

_____ I will complete AISU's Data Security and Privacy Fundamentals Training within 30 days.

Using AISU Data and Reporting Systems

_____ I will use a password-protected computer when accessing data and reporting systems, viewing child/staff records, and downloading reports.

_____ I will not share or exchange individual passwords, for either personal computer(s) or AISU system user accounts, with AISU staff or participating program staff.

_____ I will log out of and close the browser after each use of AISU data and reporting systems.

_____ I will only access data in which I have received explicit written permissions from the data owner.

_____ I will not attempt to identify individuals, except as is required to fulfill job or volunteer duties, or to publicly release confidential data;

Handling Sensitive Data

_____ I will keep sensitive data on password-protected state-authorized computers.

_____ I will keep any printed files containing personally identifiable information in a locked location while unattended.

_____ I will not share child/staff-identifying data during public presentations, webinars, etc. I understand that dummy records should be used for such presentations.

_____ I will delete files containing sensitive data after working with them from my desktop, or move them to a secured AISU server.

Reporting & Data Sharing

_____ I will not re-disclose or share any confidential data analysis except to other authorized personnel without AISU's expressed written consent.

_____ I will not publically publish any data without the approval of the Superintendent.

_____ I will take steps to avoid disclosure of personally identifiable information in state-level reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.

_____ I will not use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If I receive an email containing such information, I will delete the screenshots/text when forwarding or replying to these messages.

_____ I will not transmit child/staff-level data externally unless explicitly authorized in writing.

_____ I understand that when sharing child/staff-identifying data with authorized individuals, the only approved methods are phone calls or AISU's Secure File Transfer Protocol (SFTP). Also, sharing within secured server folders is appropriate for AISU internal file transfer.

_____ I will immediately report any data breaches, suspected data breaches, or any other suspicious activity related to data access to my supervisor and the AISU Information Security Officer. Moreover, I acknowledge my role as a public servant and steward of child/staff information, and affirm that I will handle personal information with care to prevent disclosure.

Consequences for Non-Compliance

_____ I understand that access to the AISU network and systems can be suspended based on any violation of this contract or risk of unauthorized disclosure of confidential information;

_____ I understand that failure to report violation of confidentiality by others is just as serious as my own violation and may subject me to personnel action, including termination.

Termination of Employment

_____ I agree that upon the cessation of my employment from AISU I will not disclose or otherwise disseminate any confidential or personally identifiable information to anyone outside of AISU without the prior written permission of the Student Data Manager of AISU.

Print Name: _____

Signed: _____

Date: _____

Appendix B. Protecting PII in Public Reporting

Data Gateway Statistical Reporting Method for Protecting PII

Public education reports offer the challenge of meeting transparency requirements while also meeting legal requirements to protect each student's personally identifiable information (PII). Recognizing this, the reporting requirements state that subgroup disaggregation of the data may not be published if the results would yield personally identifiable information about an individual student. While the data used by the AISU and local education agencies (LEAs) is comprehensive, the data made available to the public is masked to avoid unintended disclosure of personally identifiable information at summary school, LEA, or state-level reports.

This is done by applying the following statistical method for protecting PII.

1. Underlying counts for groups or subgroups totals are not reported.
2. If a reporting group has 1 or more subgroup(s) with 10 or fewer students.
 - o The results of the subgroup(s) with 10 or fewer students are recoded as "N<10"
 - o For remaining subgroups within the reporting group
 1. For subgroups with 300 or more students, apply the following suppression rules.
 1. Values of 99% to 100% are recoded to $\geq 99\%$
 2. Values of 0% to 1% are recoded to $\leq 1\%$
 2. For subgroups with 100 or more than but less than 300 students, apply the following suppression rules.
 1. Values of 98% to 100% are recoded to $\geq 98\%$
 2. Values of 0% to 2% are recoded to $\leq 2\%$
 3. For subgroups with 40 or more but less than 100 students, apply the following suppression rules.
 1. Values of 95% to 100% are recoded to $\geq 95\%$
 2. Values of 0% to 5% are recoded to $\leq 5\%$
 4. For subgroups with 20 or more but less than 40 students, apply the following suppression rules.
 1. Values of 90% to 100% are recoded to $\geq 90\%$
 2. Values of 0% to 10% are recoded to $\leq 10\%$
 3. Recode the percentage in all remaining categories in all groups into intervals as follows (11-19,20-29,...,80-89)
 5. For subgroups with 10 or more but less than 20 students, apply the following suppression rules.
 1. Values of 80% to 100% are recoded to $\geq 80\%$
 2. Values of 0% to 20% are recoded to $\leq 20\%$
 3. Recode the percentage in all remaining categories in all groups into intervals as follows (20-29,30-39,...,70-79)

Appendix C. Example Quality Control Checklist

Reliability (results are consistent)

1. Same definitions were used for same or similar data previously reported **or** it is made very clear in answering the request how and why different definitions were used
2. Results are consistent with other reported results **or** conflicting results are identified and an explanation provided in request as to why is different
3. All data used to answer this particular request was consistently defined (i.e. if teacher data and student data are reported together, are from the same year/time period)
4. Another AISU data steward could reproduce the results using the information provided in the metadata

Validity (results measure what are supposed to measure, data addresses the request)

5. Request was clarified
6. Identified and included all data owners that would have a stake in the data used
7. Data owners approve of data definitions and business rules used in the request
8. All pertinent business rules were applied
9. Data answers the intent of the request (intent ascertained from clarifying request)
10. Data answers the purpose of the request (audience, use, etc.)
11. Limits of the data are clearly stated
12. Definitions of terms and business rules are outlined so that a typical person can understand what the data represents

Presentation

13. Is date-stamped
14. Small n-sizes and other privacy issues are appropriately handled
15. Wording, spelling and grammar are correct
16. Data presentation is well organized and meets the needs of the requester
17. Data is provided in a format appropriate to the request
18. A typical person could not easily misinterpret the presentation of the data

Appendix D. AISU Privacy Policy (FERPA)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that American International School of Utah (AISU), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, AISU may disclose appropriately designated "directory information" without written consent, unless you have advised AISU to the contrary in accordance with AISU procedures. The primary purpose of directory information is to allow the AISU to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook; and
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want AISU to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify AISU by signing this form. AISU has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Electronic mail address
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier that is displayed on a student ID badge, or is used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user

Please select one: Unrestricted usage Restrict photo only Restrict both
 directory data and photos

Signature: _____

Date: _____

Appendix E. AISU Student Acceptable Internet Usage Agreement

AISU Internet Use Agreement

Introduction

Technology resources are available to qualifying students (students who agree to the terms in this agreement). Technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. This agreement contains rules and guidelines for the acceptable use of technology resources. All activities conducted using technology resources are governed by this agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, chat rooms, video conferencing, etc.

Purpose

Technology resources for student use: 1) to promote educational excellence by facilitating resource sharing, innovation, and communication; and 2) to prepare for success in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

Privilege

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time.

Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), content filtering and monitoring technology is used to restrict access to unacceptable materials on all Internet access provided by AISU. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline, which may include the possibility of suspension or expulsion.

AISU has the right to monitor, inspect, copy, review and store any and all files, images or other data resulting from usage of technology resources without prior notice including transmitted and received information at any time and without prior notice.

The use of technology resources is an integral part of AISU learning environment. To qualify for use of technology resources, students must abide by the rules of acceptable use.

AISU provides computers, the Internet and other technology resources for educational use. As a student, I must act appropriately online and follow these rules:

- I will only use technology resources with the teacher's permission and for the purpose the teacher requests.
- I will respect copyright laws and will make sure to show where I found information and will not copy it without permission.
- I will be polite and show respect and never cyber-bully others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
- I will stay safe on the Internet. When I am on social networking sites, in chat rooms, or on other

sites that ask for information about me, I will not share personal information about myself or others like: home address, phone numbers, passwords, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.

- I will tell my teacher immediately if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
- I will respect the technology resources and take good care of the equipment I use.
- If I damage technology resources provided me by AISU, either deliberately or through negligence, I will pay for the repair or replacement of the technology resource.
- I will only use my own passwords that have been given to me by the teacher and will not share my passwords with any other students.
- I will not put any disks or portable drives into the computer unless approved by the teacher.
- I will not buy or sell anything using the school's computers or technology resources.

Student Name _____ Grade _____
Student Signature _____
Parent Name(s) _____
Parent Signature _____ Date _____

Appendix F. AISU Employee Confidentiality Agreement

Employee Confidentiality Agreement

I understand that my access to data, information, and records maintained in the manual and automated information and records systems of American International School of Utah is limited to my need for the Information in the performance of my job duties. AISU requires all employees to treat as confidential any records or information pertaining to, but not limited to, the performance, behavior, background, preferences, and identification of students, parents, and other employees of the school.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to data, information and records contained in Information Systems.

1. I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as a member of the AISU staff
2. I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable AISU policy and/or Federal or State law.
3. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
4. When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such Information.
5. I understand that any violation of this Agreement or other AISU policies related to the appropriate release or disclosure of Information may result in one or more sanctions including

immediate termination of my access to Information Systems, disciplinary action up to and including dismissal from employment, criminal penalties, or civil liability.

Employee Name & Title:

Employee Signature:

Date: _____

Appendix G. AISU Employee Acceptable Internet Usage Agreement

AISU Internet Use Agreement

Introduction

Technology resources are available to qualifying students (students who agree to the terms in this agreement). Technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication, communication devices, printers, servers, filtered Internet access, and local and wide area networks. This Agreement contains rules and guidelines for the acceptable use of technology resources. All activities conducted using technology resources are governed by this Agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking, chat rooms, video conferencing, etc.

Purpose

Technology resources for employee use: 1) to promote educational excellence by facilitating resource sharing, innovation, and communication; and 2) to prepare for success in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

Privilege

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time.

AISU has the right to monitor, inspect, copy, review and store any and all files, images or other data resulting from usage of technology resources without prior notice including transmitted and received information at any time.

The use of technology resources is an integral part of the AISU learning environment. To qualify for use of technology resources, employees must abide by the rules of acceptable use.

Employee Name & Title _____

Employee Signature _____ Date _____