



Trusted Learning Environment Seal Application

The application process will run May 2 - June 30, 2016.

School systems will be notified by August 15, 2016.

Instructions

Welcome to the Trusted Learning Environment (TLE) Seal application. The TLE Seal is open to all K-12 schools. By "school" we are referring to school organizations of all governance structures, including public school districts, private schools, parochial schools and charter schools. At this time, Education Service Agencies (ESAs) are not eligible.

Providing Evidence of Practices

To receive the TLE Seal, a School System must have all 25 TLE practices in place. For each TLE Practice that is in place, you must provide supporting documents that demonstrate evidence of this practice. Examples of evidence have been provided for each practice, however these are for illustrative purposes only, and are not intended to reflect any specific requirement.

Saving Your Progress

You do not need to complete the online application in a single session. You may save your progress and resume later by clicking the "save" button. To jump ahead or back to a particular section, simply click on the section number above. Please complete all sections before submitting your application online.

Applications must be submitted online.

You will have until June 30, 2016 to complete the application.

For more information on the TLE seal program click [HERE](#). If you have questions about the TLE application process, contact info@trustedlearning.org.

The following section lists each of the Practice Areas and the questions for each. Feel free to use this as a working document to cut and paste onto the online application.

Leadership Practices

1. The deliberations and decisions of school system leaders reflect an understanding of data privacy and security.
 2. The school system has up to date policies and regulations addressing data privacy compliance requirements.
 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.
 4. A school system executive leader is identified as the person responsible for development and implementation of data privacy and security policies and practices.
 5. School system leaders provide transparent, updated and accessible communications regarding the collection, management and use of student data to their community.
 6. School system leaders ensure adequate resources are available to meet data privacy and security needs.
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Leadership Practice Questions

Leadership Practice 1: The deliberations and decisions of school system leaders reflect an understanding of data privacy and security.

Example of Evidence: Agendas and/or minutes from school leadership groups, such as school system governing board, superintendent's cabinet or other leadership groups

1.a Is the Practice in place?

1.b Describe how the School System is meeting this practice.

1.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Leadership Practice 2: The school system has up to date policies and regulations addressing data privacy compliance requirements.

Example of Evidence: School system policies and/or regulations

2.a Is the Practice in place?

2.b Describe how the School System is meeting this practice

2.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Leadership Practice 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.

Example of Evidence: School system policies and/or regulations

3.a Is the Practice in place?

3.b Describe how the School System is meeting this practice

3.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Leadership Practice 4: A school system executive leader is identified as the person responsible for development and implementation of data privacy and security policies and practices.

Example of Evidence: Organizational chart, duty roster, job description, etc.

4.a Is the Practice in place?

4.b Describe how the School System is meeting this practice

4.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Leadership Practice 5: School system leaders provide transparent, updated and accessible communications regarding the collection, management and use of student data to their community.

Example of Evidence: School system newsletters, website pages, etc.

5.a Is the Practice in place?

5.b Describe how the School System is meeting this practice

5.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Leadership Practice 6: School system leaders ensure adequate resources are available to meet data privacy and security needs.

Examples of Evidence: Budget related documents showing allocation of funds to related activities

6.a Is the Practice in place?

6.b Describe how the School System is meeting this practice

6.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Business Practices:

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

Business Practice 1: The school system has implemented a process for vetting online services for data privacy and security.

Example of Evidence: Process documentation.

1.a Is the Practice in place?

1.b Describe how the School System is meeting this practice

1.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Business Practice 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.

Example of Evidence: Communications, pages from employee website, PD materials, etc.

2.a Is the Practice in place?

2.b Describe how the School System is meeting this practice

2.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Business Practice 3: The school system implements contract language and data sharing agreements addressing student data privacy and data security.

Example of Evidence: Contracts and data sharing agreements.

3.a Is the Practice in place?

3.b Describe how the School System is meeting this practice

1.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Business Practice 4: The school system ensures that all business processes associated with student data include enforceable data privacy and security requirements.

Examples of Evidence: Business process documentation.

4.a Is the Practice in place?

4.b Describe how the District is meeting this practice

4.c Provide evidence of practice in

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Data Security Practices

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.
 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.
 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.
 4. The school system utilizes a documented, role-based process when granting access rights to educators, staff, and contractors to data and technology systems.
 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.
 6. The school system has a business continuity and disaster recovery plan which is verified and tested on an established, regular basis.
 7. The school system performs an audit of data privacy and security practices on an established, regular basis.
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Data Security Practice Questions

Data Security Practice 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.

Example of Evidence: Links to privacy policies and practices, as well as policy and/or regulation requiring updates

1.a Is the Practice in place?

1.b Describe how the School System is meeting this practice

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Data Security Practice 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.

Example of Evidence: Data privacy and security procedures.

2.a Is the Practice in place?

2.b Describe how the School System is meeting this practice

2.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Data Security Practice 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.

Example of Evidence: Policies, procedures or other documentation governing the storage of data on devices and in cloud services

3.a Is the Practice in place?

3.b Describe how the School System is meeting this practice

3.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Data Security Practice 4: The school system utilizes a documented, role-based process when granting access rights to educators, staff, and contractors to data and technology systems.

Example of Evidence: Process documentation

4.a Is the Practice in place?

4.b Describe how the School System is meeting this practice

4.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Data Security Practice 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.

Example of Evidence: Process documentation.

5.a Is the Practice in place?

5.b Describe how the School System is meeting this practice

5.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Data Security Practice 6: The school system has a business continuity and disaster recovery(DR) plan which is verified and tested on an established, regular basis.

Example of Evidence: DR plan documentation and related policies/procedures

6.a Is the Practice in place?

6.b Describe how the School System is meeting this practice

6.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Data Security Practice 7: The school system performs an audit of data privacy and security practices on an established, regular basis.

Example of Evidence: Audit result and response documentation

7.a Is the Practice in place?

7.b Describe how the School System is meeting this practice

7.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Classroom Practices

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

4. Teacher communications to parents include clear information about the collection, use and protection of student data.

Classroom Practice Questions

Classroom Practice 1: Teachers implement a curriculum to promote student information literacy, digital citizenship and Internet safety.

Example of Evidence: Curriculum, lesson plans and other instructional resources

1.a Is the Practice in place?

1.b Describe how the District is meeting this practice

1.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Classroom Practices 2: Teachers are aware of and regularly use the school system's established process for vetting and procuring online services.

Example of Evidence: Process documentation and PD/training materials

2.a Is the Practice in place?

2.b Describe how the District is meeting this practice

2.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Classroom Practice 3: Teachers model appropriate use and protection of student data for their students.

Example of Evidence: Lesson plans, documentation of activities and other materials

3.a Is the Practice in place?

3.b Describe how the District is meeting this practice

3.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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Classroom Practice 4: Teacher communications to parents include clear information about the collection, use and protection of student data.

Example of Evidence: Communication documents, class websites/blogs and other related materials

4.a Is the Practice in place?

4.b Describe how the District is meeting this practice

4.c Provide supporting materials (documents or URLs) that demonstrate evidence of this practice in your school system.

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