THE WINNETKA
PUBLIC SCHOOLS
DISTRICT 36

A Community of Learners

Information Memo: Trusted Learning Environment

TO: School Board

FROM: Maureen Chertow Miller, Director of Technology

April 23, 2019

Background

All school systems depend on data to support teaching and learning (Infographic on Student Data) as well as the daily operations of the school system. With national and local news coverage of data breaches on a regular basis, there is much concern for student data privacy and protection.   All school systems take measures through board policy and practices to protect student data, but having a consistent plan and making that plan transparent to all stakeholders has been a missing piece.

CoSN
CoSN (the Consortium for School Networking) is an international organization that supports school system technology leaders. CoSN provides thought leadership and resources to help leaders support learning in the 21st Century and beyond. Many of those resources include best practices and advocacy tools.

One of CoSN's initiatives is the Trusted Learning Environment (TLE) Seal. This resource identifies 25 data security and privacy best practices in five focus areas: Leadership, Business, Data Security, Classroom and Professional Development. The goal of this initiative is to shift the conversation around student data privacy, which can be reactive and fearful, to one of "trust."   By participating in the TLE program, District 36 is demonstrating our commitment to high compliance standards and to ongoing review and revision of privacy practices as they evolve. Through the process of earning, and maintaining, the TLE seal, Winnetka Public Schools will have improved its capacity for handling sensitive and private information.

> **5 Focus Areas from CoSN's TLE**
> 1. *Leadership:* manage and collaborate with stakeholders regarding the use and governance of student data to inform instruction
> 2. *Classroom:* implement educational procedures and processes to ensure transparency while advancing curricular goals

3. *Data Security:* perform regular audits of data privacy and security practices and publicly detail these measures
4. *Business:* establish acquisition vetting processes and contracts that, at minimum, address applicable compliance laws while supporting innovation
5. *Professional Development:* require school staff to conduct privacy and security training, and offer the instruction to all stakeholders

In addition to CoSN, there were three key partners in the development of the Trusted Learning Environment Seal:

- AASA, the School Superintendents Association
- ASBO, the Association of School Business Officials International
- ASCD, the Association of Supervision and Curriculum Development

Building a Team

There is power in numbers and to ensure success with competion of the Trusted Learning Environment application. Maureen Miller, Director of Technology, has developed and facilitated a cohort of educators that has grown from two to twenty-one (anticipating over fifty cohort members by July of 2019.) Each of the cohort members is working with their own district's leadership team to review the five focus areas and gather evidence. By sharing evidence from various school districts, the cohort will have a variety of resources available to match the needs of their own stakeholders. The District 36 team will review resources and align practices to prepare us for the TLE Seal.

Next Steps:

- Continue to extend network of TLE Cohort member districts (intent is to include all Illinois CoSN member districts) to increase the shared resource library
- Create Data Security and Privacy Task Force for Winnetka Public Schools made up of representative stakeholders with experience from each of the 5 focus areas
- Gather existing evidence of compliance to for each of the 5 focus areas (25 practices)- D36 roadmap created
- Create, communicate and share resources to our stakeholders as they are developed
- Submit "trial" application for TLE in August of 2019 with the expectation of the need to improve based on specific feedback that will be provided in the review process.

Trusted Learning Environment Cohort Work to Date

Date	Activity	Outcome
April 28, 2016	Attended CoSN Trusted Learning Environment Webinar	Informed purpose and process behind earning a Trusted Learning Environment Seal
November 15, 2016	CoSN TLE Launch	Initial review of the TLE application and 25 practices required for the seal.
October 19, 2017	Work group- CoSN Trusted Learning Environment Seal	Reviewed practices and listed artifacts that could serve as evidence of compliance. Began process of collaboration with interested local school districts
March 12, 2018	Work group- CoSN Trusted Learning Environment Seal	Reviewed practices and listed artifacts that could serve as evidence of compliance.
June 11, 2018	TLE Planning	Determined that the working group would best be served through a partnership with IETL, Illinois' CoSN chapter, to form a cohort working together towards earning the TLE seal.
September 14, 2018	TLE Cohort Intro	Met with initial group of cohort members to go through the process of earning the TLE seal together.
December 14, 2018	TLE Focus Group	Developed organization and collaborative processes to build a shared resource library Redefined purpose of cohort and overview of TLE program Assigned homework of self-evaluation for data privacy and security
January 14, 2019	Virtual Meeting	Reviewed self evaluation data to determine which practice area will launch our work- Leadership will be first. *Leadership Practices, Business Practices, Data Security Practices, Professional Development Practices, Classroom Practices*
February 1, 2019	TLE Focus Group (IETL)	Learned from vendor about Data and Security Audits and a partnership with a cohort member district.
February 8, 2019	TLE Mentor Meeting	Virtual meeting with TLE Mentor from Zionsville, Indiana.
April 12, 2019	TLE Cohort Meeting	Reviewed Leadership Practices and planned for expansion of cohort to include all IETL (CoSN) member districts. Planned Summer Workshop to complete application for first submission
Summer 2019	Work Sessions- 2019-2020 TLE Seal Application	Complete the application to submit for the first time as a "trial" submission for feedback on next steps.