



OGDEN PREPARATORY ACADEMY

Official Procedure

9. Information Systems

9.01.PRC.3 Procedure to Approve Digital Tools

Effective/Revision Date: 1/11/23

Page 1 of 2

PURPOSE

These procedures are established to clearly define the procedures for adopting and approving the use of Digital Tools at Ogden Preparatory Academy (School).

The actions of the school and this procedure are intended to comply with all state and federal expectations related to school data privacy. In the event that expectations change, this procedure will be revisited.

DEFINITIONS

1. **PII:** Personally Identifiable Information. Any information about an individual that would enable a reasonable person to determine the individual's identity.
2. **Standard Website:** A site on the world wide web containing information without interactive capabilities or the ability to collect Personally Identifiable Information (PII). A standard website may or may not contain cookies.
3. **Digital Tool:** A website, client, application, or other digital tool with log-in capability and/or other PII collection methods.
4. **Data Intelligence Team:** A group made up of the Data Manager, IT Director, and Director of Teaching and Learning. This group oversees the approval, use, and educational value of websites and digital tools.

ADMINISTRATIVE AND IT PROCEDURES

Ogden Preparatory Academy will employ various internet monitoring tools and procedures to ensure the safety of our students and staff. The use of websites and digital tools will follow these procedures.

Standard Websites

1. Standard websites will be filtered for appropriateness through content filtering software.
2. Most inappropriate sites will be automatically blocked by the content filtering software. Others will be manually blocked by the Data Intelligence Team using the content filtering software.

3. The IT Director and Data Privacy Manager will use content filtering and traffic monitoring tools to actively monitor the sites accessed by students and teachers.
4. Blocking sites
 - a. Teachers and Administrators can contact any member of the Data Intelligence Team to block a site that is not appropriate or to request a site be unblocked.
 - b. Any member of the Data Intelligence Team can block a site without consulting the other members, especially when student safety is in question. Following the blocking of the site, the Data Intelligence Team will communicate in order to reach a consensus on the official status of the site.
5. Unblocking sites
 - a. In order to unblock a site, all members of the Data Intelligence Team will communicate in order to reach a consensus for whether a site should be unblocked.
 - b. When determining whether a site should be unblocked, both content and educational value will be considered.
6. In the event that the Data Intelligence Team cannot come to a consensus about the blocking or unblocking of a standard website, the Business Director will make a final decision.

Digital Tools

1. Digital Tools used at the School must meet one the following criteria:
 - a. Under a Statewide contract with the USBE or UETN
 - b. Adoption of a state-approved privacy pledge
 - c. Entered into a current DPA agreement with another LEA in the State of Utah
2. Any Digital Tool adopted at the School shall go through the following process:
 - a. Teacher or Staff requesting the tool shall fill out the Digital Tools Request Form.
 - b. The Data Privacy Manager will process forms at least once every two weeks.
 - c. The Data Privacy Manager shall work with the Data Intelligence Team in order to discuss any concerns about requests.
 - d. Approval/Denial
 - i. Requests for Digital Tools that meet the criteria in Item 1 above shall be approved.
 - ii. Requests for Digital Tools that do not meet the criteria in Item 1 above shall be declined.
 - iii. The Data Manager will communicate the determination to the requesting individual.

Document History

Approved: 1/11/23 *Initial Creation*
 Revised:

9.01.PRC.3 Procedure to Approve Digital Tools	
Effective/Revision Date: 1/11/23	Page 2 of 2