

Privacy Compliance Review Report | 2022-2023

Davis District

About the Annual Privacy Compliance Review

Utah Board Rule R277-487-3(1) requires the Utah State Board of Education (USBE) to conduct an Annual Privacy Compliance Review of LEAs. As a part of this review, LEAs are required to submit evidence to USBE showing that the LEA is meeting certain requirements set forth by federal and state law regarding privacy practices. The evidence is reviewed by the Student Data Privacy Team at USBE.

More information about the review can be found on the Annual Privacy Compliance Review page in our Data Manager Course in Canvas (no sign in required):

<https://usbe.instructure.com/courses/326/pages/annual-privacy-compliance-review>

About this report

This report outlines the Student Data Privacy team's findings after reviewing the evidence submitted by your LEA. The report is broken down by each of the evidences collected in Fall 2022. For each evidence you will find your LEA's **overall status for that evidence, review notes, suggested or required changes, and resubmission information.**

Contact

If you have any questions or concerns about your report, please contact privacy@schools.utah.gov or **John Lyman** at john.lyman@schools.utah.gov.

Annual Notice of FERPA Rights

Submission date:	12/6/2022
Review date:	3/13/2023
Reviewer:	John Lyman
Status:	PASS
Page URL:	https://www.davis.k12.ut.us/departments/assessment/data-privacy
Document URL:	https://resources.finalseite.net/images/v1602191909/davisk12utus/aozn1xbcqgo3jz68opac/AdmMemo28.pdf
Review notes:	Your notice meets all requirements.
Required changes:	No required changes.
Resubmission:	No resubmission required.

Notice of Forwarding Records

Review date:	3/13/2023
Reviewer:	John Lyman
Status:	PASS
Review notes:	Your Annual Notice of FERPA Rights includes a notice of forwarding records to other schools.

Suggested changes (optional): No suggested changes.

Resubmission: No resubmission required.

Directory Information Notice

Submission date: 12/6/2022
Review date: 3/13/2023
Reviewer: John Lyman
Status: **PASS**

Page URL: <https://www.davis.k12.ut.us/departments/assessment/data-privacy>
Document URL: <https://resources.finalsite.net/images/v1602191909/davisk12utus/aozn1xbcqgo3jz68opac/AdmMemo28.pdf>
Review notes: The Directory Information Notice you submitted meets all requirements.
Required changes: No required changes.
Resubmission: No resubmission required.

Military Recruiters and Institutions of Higher Education Notice

Review date: 3/13/2023
Reviewer: John Lyman
Status: **PASS**

Review notes: Your Directory Information Notice includes a notice about sharing student information with both military recruiters and institutions of higher education recruiters.

Suggested changes (optional): No suggested changes.
Resubmission: No resubmission required.

Student Data Collection Notice

Submission date: 12/6/2022
Review date: 3/13/2023
Reviewer: John Lyman
Status: **PASS**

Page URL:	-
Document URL:	https://resources.fnalsite.net/images/v1523655135/davisk12utus/xiq6drqmrqba6o5rq6/StudentDataDisclosureStatement.pdf
Review notes:	The last time we reviewed your Student Data Collection Notice it received a "PASS." You did not resubmit your notice, but assuming you have not made substantial changes it should still meet all requirements.
Required changes:	No required changes.
Resubmission:	No resubmission required.

Data Governance Plan

Submission date:	12/6/2022
Review date:	3/13/2023
Reviewer:	John Lyman
Status:	PASS
Page URL:	https://www.davis.k12.ut.us/departments/assessment/data-privacy
Document URL:	https://resources.fnalsite.net/images/v1608156613/davisk12utus/dqipbdwpx3btt8peorm5/DataGovernancePlan_1.pdf
Review notes:	The Data Governance Plan you submitted meets all requirements.
Required changes:	No required changes.
Resubmission:	No resubmission required.

Metadata Dictionary

Submission date:	12/6/2022
Review date:	3/13/2023
Reviewer:	John Lyman
Status:	PASS
Page URL:	https://www.davis.k12.ut.us/departments/assessment/data-privacy/dataprivacydatabase
Metadata Dictionary URL:	https://www.davis.k12.ut.us/departments/assessment/data-privacy/dataprivacydatabase
Display, document, or tool used:	Learn Platform
Review notes:	Your metadata dictionary meets all the requirements for Fall 2022. See additional review notes in the tables below.
Required changes:	No required changes.

Resubmission: No resubmission required.

Requirements	Notes	Status	Required changes
Publicly posted on website:	Yes	PASS	No required changes.
Data elements listed:	Your metadata dictionary includes a list of data elements shared with recipients.	PASS	No required changes.
Data element definitions:	Your metadata dictionary includes definitions of the data elements shared with recipients.	PASS	No required changes.
Recipient info status:	No corrections or additions needed.	PASS	No required changes.

Review Criteria: Option 1

For the 2022-2023 review, each LEA selected one of three review criteria to be checked against. Information about the three review criteria options can be found in this video:

<https://drive.google.com/file/d/1pm51YndCBKcMKEBQ4MmdOaBnGLxzn6R/view>

The review criteria choice you selected was Option 1. For LEAs that selected option 1, we reviewed the following:

Requirements from 2021-2022

1. Required data recipients from the 2021-2022 review
2. List of data elements
3. Definitions of data elements

10 Additional Products

In addition to checking last year’s requirements, the primary data manager indicated which 10 products we should check in your metadata dictionary from the State-provided Products list (Appendix F) for accuracy and completeness.

Results:

Our findings from the review are found in the tables below. In the first table below, rows with no notes indicate products that your LEA does not use, according to your responses to the survey. In the second table, rows with no notes indicate products that we did not check.

This section aligns with Appendix E on the Metadata Dictionary Instructions Document

https://docs.google.com/document/d/1EULBdBloMx3X0_5NyE4AwDCZC6yWQrc8OicrIbsj9w8/edit#heading=h.rqni5ftchezt

Data Recipients	Usage Notes***	Listed	Purpose	Justification	Exception	Required changes
Adobe	In Use	PASS	PASS	PASS	PASS	N/A
Encore	In Use	PASS	PASS	PASS	PASS	
Canvas	In Use	PASS	PASS	PASS	PASS	
Dynamic Learning Maps (DLM)/KITE	In Use	PASS	PASS	PASS	PASS	
Google Workspace	In Use	PASS	PASS	PASS	PASS	
Google Classroom	In Use	PASS	PASS	PASS	PASS	
Office 365	In Use	PASS	PASS	PASS	PASS	
RISE	In Use	PASS	PASS	PASS	PASS	
Online Registration Tool	None					
USB/UTREx	In Use	PASS	PASS	PASS	PASS	
Utah ASPIRE Plus	In Use	PASS	PASS	PASS	PASS	
Other LMS	None					

This section aligns with Appendix F on the Metadata Dictionary Instructions Document

https://docs.google.com/document/d/1EULdBloMx3XO_5NyE4AwDCZC6yWQrc8OicrIbsj9w8/edit#heading=h.tafpmygf128u

Data Recipients	Usage Notes	Listed	Purpose	Justification	Exception	Required changes
AAPPL	In Use	PASS	PASS	PASS	PASS	
ACCESS (WIDA)	In Use	PASS	PASS	PASS	PASS	
ACT	In Use	PASS	PASS	PASS	PASS	
ELLevation Education						
Imagine Learning	In Use	PASS	PASS	PASS	PASS	
i-Ready	In Use	PASS	PASS	PASS	PASS	
KEEP	In Use	PASS	PASS	PASS	PASS	
Lexia Reading Core5	In Use	PASS	PASS	PASS	PASS	N/A
PEEP	In Use	PASS	PASS	PASS	PASS	
Scribble						
Shmoop						
Upstart						
Utah Compose	In Use	PASS	PASS	PASS	PASS	
Waterford	In Use	PASS	PASS	PASS	PASS	
YouScience	In Use	PASS	PASS	PASS	PASS	

*** Name of the SIS is based on your response in the survey. Questions that were not answered in the survey are indicated as "Unknown."

Usage status for Adobe, Canvas, Google Workspace, Google Classroom, and Office 365 is based on your responses to the survey, in which you indicated which edtech tools are used in your LEA. Questions that were not answered in the survey result in an "Unknown" usage status.

Usage status for Dynamic Learning Maps (DLM)/KITE is based on DLM completion data in your LEA from the previous school year.

Usage status for RISE and Utah ASPIRE Plus is based on the grade levels in your LEA.

Names and usage status for Online Registration Tool and Other LMS are based on your responses in the survey. Questions that were not answered in the survey are indicated as "Unknown."