What is BOLT?

A platform to organize and share data

• BOLT is the SPPS name for Tableau, which is a data visualization software
• BOLT is an internal data visualization tool that allows customization and interactivity across different data sources
• BOLT is connected to various SPPS data sources:
  Live data like Campus
  Fixed data like Excel files
Who has access to BOLT?

- REA developers
- TS staff
- Superintendent Leadership Team
- Some district office program staff
- Counselors
- Principals
- Assistant Principals
BOLT expectations

• BOLT, like many SPPS data systems, provides data to users that would be considered private.

• Private data is protected by federal and state law and local Board policy and procedure.

• Anyone with access to BOLT is agreeing to responsible and ethical use of the data and visualizations.
Protecting Private Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.
Protecting Private Information

• Education records are records that are directly related to a student AND that are maintained by an educational agency

• Education records include but are not limited to
  – grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial and student discipline files.

• The information may be recorded in any way, including, but not limited to
  – handwriting, print, computer media, videotape, audiotape, film and e-mail.
Protecting Private Information

• FERPA permits an educational agency or institution to disclose, without consent, personally identifiable information from students’ education records only to school officials within the educational agency or institution that the educational agency or institution has determined to have legitimate educational interests.

• Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Why should we be concerned with protecting the private data in BOLT?

- There are federal and state laws protecting student data.
- There is a Board policy and procedure around data privacy.
- The data belongs to the students with the understanding that it will be used with their best interest in mind to improve services that will benefit them.
Who can access BOLT data? Under what circumstances?

Only those officials who have a legitimate educational interest are granted access to private student data, which includes BOLT.

The following school staff have a BOLT account to login directly:

• Principals
• Assistant Principals
• Counselors
When is it appropriate to share BOLT data? Under what circumstances?

• Teachers and other SPPS school staff or contractors may have a legitimate educational interest to see private student data.
• While these individuals do not have access rights to BOLT (they do not have a login), they can see information projected on a screen during a meeting or verbally discussed in a group or one-on-one situation.
• Under these circumstances, it would be appropriate to share data in BOLT to fulfill their professional responsibility.
When is it not appropriate to share BOLT data?

- BOLT data should never be shared by giving someone your username or password.
- Views should not be printed as screenshots or saved as a PDF for distribution.
- Data should not be copied from BOLT into another document.
- When a copy of the data is created and shared, the information is at risk for disclosure by someone who is not authorized to see it. It is best practice to keep the data contained in BOLT and not share it by making copies.
What if an unauthorized person asks for private data?

An example of an unauthorized person:

• Parent (if the data is not on their child)
• Community Stakeholder
• Reporter/Media
• Volunteer

Refer them to a public site (SPPS Data Center/MN Report Card) or refer them to REA or Legal Services
Using BOLT . . .

BOLT URL:
https://spps-visual.infinitecampus.org

- spps.org/data → link on left sidebar
- spps.org/rea → link on left sidebar
- Google “spps bolt”
Using BOLT...

• Sign in to BOLT using active directory

• BOLT can be accessed via the internet and works best in Safari, Firefox or Internet Explorer

• With trouble logging in, clear the browser history on your computer first and try again
Using BOLT... Organization

- BOLT is organized into a hierarchical structure
  - **Projects** are broad categories
  - **Workbooks** are subcategories within the Project
  - **Views** are the dashboards that let users view and manipulate the data.

- **Example**
  - Project -> Workbook -> View
  - Assessment-> MCA State Results -> School Chart
Using BOLT…

• After logging in, there will be a screen of all the different Projects within BOLT
  • (e.g., Assessment and Attendance)

• Select the Project you would like to investigate further
Using BOLT…

• Within the Projects, there are several Workbooks.

• Workbooks are different subcategories that share the same category within the Project.
  • (e.g., ACT, MCA and ACCESS are all Assessments)

• Users can select the Workbooks they would like to investigate.
Using BOLT…

• In the Workbook, there are several Views.

• The Views allow users to analyze the same data source (e.g., MCA State Results) in different ways.
Using BOLT...

- When users select one View, they will see the other Views displayed as tabs at the top of the dashboard. Currently, School Chart is selected.

- In the Views, users can customize the data by using filters.
BOLT Non-Disclosure Agreement

Please select the link below to fill out the non-disclosure form so that BOLT access can be configured for you.

[Link to Non-Disclosure Form]

Non-Disclosure of Private Info

Upon completion of the non-disclosure form, REA staff will be in contact about your BOLT access.