



TECHNOLOGY & DATA PRIVACY ADVISORY
COMMITTEE (TDPAC)

Thursday, May 22, 2025 - 6:00–7:30 pm

Ed Center – Conf. Room 4E

MINUTES

ATTENDEES:

Strikethrough indicates NOT in attendance

Eliza Behrerkapit	Jason Cook	Susanne Cornado
Adam Greer	Jen Jonson	Leah Lindblom
Jason Livingston	Erin Norton	Dan Rohner
Phil Romig III	Keel Ross	Alison Stafford
Emily Sullivan	Byron Thornburgh	Michael Wright
Jill Ibeck	Sean McDermid	Mary Parker
Jeremy Felker	Sean McDermid	Carol Eaton
Hilary Young	Trace Faust	Brett Adams
Kevin Hahn	Floy Jaffares	

Meeting Overview

- Purpose: Reflect on the past year, preview upcoming board presentation, and gather feedback for next year’s focus areas.
- Acknowledgment of committee members’ contributions, especially those not returning next year.
- Emphasis on the value of community feedback and its integration into board-level discussions.
- Gratitude to Director Parker and other leaders expressed deep appreciation for the committee’s insights and engagement.
- Committee is board-sanctioned; meeting notes and recordings are publicly posted on the official website.

Agenda Highlights

- **AI Information for the Community** – Led by Sean McDermott, Director of Student Technology Services.
- **TDPAC State of the State** – Presented by Chris Linton, Director of Information Security and Identity.
- **Board Presentation Preview** – Scheduled for next Thursday at approximately 6:15 PM.
 - Committee feedback from tonight will be incorporated into this presentation.
- **Brainstorming Session** – Focused on refining next year’s priorities.
 - **Key Focus Areas for Brainstorming**

1. **Student Data Privacy**
2. **Devices & Screen Time**
3. **Artificial Intelligence (AI) in Education**

Next Steps

- Incorporate tonight's feedback into the board presentation.
- Discuss and finalize the 2025–26 meeting schedule.

Introductions

- **Remy Fagan** – Representing Keystone Policy Center; experienced in advisory committee facilitation.
- **Phil Romig** – Community member.
- **President Mary Parker** – Board of Education.
- **Christopher Linton** – Director of Information Security and Identity. **Hilary Young** – Executive Director of Infrastructure Services.
- **Sean McDermott** – Director of Student Technology Services. **Allison Stafford** – Community member and parent of twins.
- **Emily Sullivan** – Community member and parent. **Mike Wright** – Online participant; parent of two children in the school system.
- **Keel Ross** introduced himself virtually:
 - Chief Information Officer, U.S. Geological Survey.
 - Attending remotely due to another volunteer commitment.
 - Acknowledgment and appreciation expressed for his virtual participation.

AI Update for the Community – Presentation by Sean McDermott

- Follow-up from the February 27th meeting where time constraints delayed this topic.
- Presentation focused on recent developments in AI resources for the Jeffco community.

Launch of Jeffco AI Website

- **New Website:** jeffco.ai is now live.
 - Public-facing site for students, parents, and community members.
 - Provides an overview of AI in Jeffco, guiding principles, and best practices for student use.
- **Key Message:** AI is a tool; ethical and responsible use is emphasized.
 - Teachers retain discretion over AI use in classroom assignments.
 - Misuse is addressed under academic integrity policies.

Internal Educator Resource Site

- Accessible behind the intranet firewall.
- Offers similar content tailored for educators, including:

- Ethical use guidelines.
- Classroom integration strategies.
- Emphasis on maintaining human oversight in AI use.

Website Development & Future Plans

- Current launch is considered **Phase 1**.
- Plans to expand content and resources over the summer and beyond.
- Goal: Create a sustainable, evolving platform for AI education and support.

Dissemination & Accessibility

- **Current Status:** Limited promotion due to end-of-year timing.
- **Future Plans:** Broader outreach to parents, school communities, and staff in the next academic year.
- **Access:**
 - Website is hosted on the Jeffco platform.
 - Direct URL is jeffco.ai; also accessible through the Jeffco Public Schools platform.

Communication Strategy for 2025–26

- Plan to integrate the **Communications Team** more effectively in outreach efforts.
- Emphasis on **real-time feedback** from the community when communications are released:
 - Was the message clear?
 - Was it effective and consumable?
- Strong request for **ongoing feedback** from committee members and stakeholders.

AI Policy Framework, Citizenship & Training

- No standalone AI policy created; instead, existing policies were reviewed and updated:
 - **Academic Integrity**
 - **Student Discipline**
 - **Technology Use Agreement**
 - **Data Privacy**
- Goal: Ensure policies are **scalable** and **future-proof** for emerging technologies. AI misuse is addressed under **existing academic integrity policies** (e.g., cheating). Legal department collaborated to ensure language is broad enough to cover evolving tech. All updates are grounded in **Jeffco’s guiding principles for ethical AI use**. AI use is framed within **digital citizenship** education.
- Emphasis on **ethical, responsible, and human-centered** AI engagement.
- Guiding principles are the foundation for all AI-related training and communication.

Kamigo AI Tutor Pilot (Khan Academy)

- Pilot conducted in Jefferson and Green Mountain articulation areas.
- Targeted grades: **5th, 7th, 8th, and 9th.**
- Focus: **Math intervention** using AI-driven tutoring.
- Key findings:
 - **Adoption varied:** Some teachers and students embraced it; others were hesitant.
 - **Early adopters** saw positive engagement and academic support benefits.
 - **Digital divide observed:** Students more comfortable with technology engaged more effectively.
 - Tool was helpful for **homework support** and **in-class reinforcement.**
- Pilot revealed **change management challenges** typical of new tech rollouts.
- Next steps: Collaborate with district leadership to determine future use and potential expansion.

AI Integration in Classrooms – Strategic Outlook

- A single-year pilot is **insufficient** for long-term decisions on AI use in classrooms.
- Recommendation: **Pause, refactor, and plan** for a multi-year, iterative approach.
- Acknowledge that AI adoption will involve **years of change and adaptation.**
- Current findings show **mixed results:**
 - Some success in specific classrooms.
 - Other areas showed limited engagement or effectiveness.
 - Identified areas for improvement moving forward.

Discussion Highlights & Observations

- **Technological Curiosity vs. Literacy:**
 - Not all students engage equally despite widespread device access.
 - Engagement may be more influenced by **curiosity and willingness to explore** than by baseline tech skills.
- **Equity Considerations:**
 - ESL and non-English-speaking students were considered, but **more targeted support and training** are needed.
 - Future efforts will focus on **inclusive communication and accessibility.**

AI as a Tool vs. Staff Replacement

- Concern raised about AI being used as a **replacement for educators.**
- Emphasis placed on AI as a **support tool**, not a substitute for human instruction.
- Suggestion to include this topic in future discussions and planning.

Pilot Data, Next Steps, Future AI Tools & Access

- Data from the Kamigo pilot is **preliminary and raw.**
- Currently under review by:

- Deputy Superintendent
- Chief Academic Officer
- Academic Leadership Team
- Next steps include:
 - Identifying **key metrics** for future evaluation.
 - Aligning AI use with **strategic goals and curriculum priorities**.
 - Determining whether and how to **continue or expand** the pilot.
- Ongoing evaluation of **new AI platforms** for student use.
- Interest in making **Google Gemini** available to students at appropriate grade levels.
- Deliberate approach to ensure **safe, effective, and age-appropriate** access.

Teacher Training, AI Literacy & Limitations

- Teachers are receiving training on:
 - **Basic AI use**
 - **Digital citizenship**
 - **Ethical and appropriate classroom integration**
- Feedback from teacher tool pilot:
 - Strong support for **mandatory AI training**.

Recognition that **effective AI use requires skill and nuance**, not just access.

- Recommendation to continue and expand:
 - **Baseline AI training** for all educators.
 - **Deeper, advanced training** to support effective tool use.
- Emphasis on **growth and continuous learning** for teachers in AI integration.
- Discussion on the need for **subject-specific AI training**, especially in secondary education.
 - Example: AI hallucinating historical facts and citations in history classes.
- Current training includes:
 - **Responsible use principles**: verify all AI-generated content.
 - **Accountability**: users are fully responsible for the accuracy of their work.
- Future training may evolve to include **discipline-specific modules**.

Special Education Use Case & Preliminary Findings from Teacher Survey

- Positive feedback from a special education teacher:
- AI tools helped **customize and motivate** learning for students with special needs. Seen as a **valuable asset** in differentiated instruction. Pilot included ~40 participants (teachers, librarians, principals).
- Goal: Identify **common features** in AI tools to support district-wide training and adoption.
- Challenge: Oversaturation of tools—need to **narrow focus** to a few effective platforms.

21 teachers responded to the survey.

- **57% reported saving 4+ hours per week** using AI tools.
- Tools used for:
 - **Customizing content**
 - **Generating student feedback**

- **Creating rubrics and test questions**
- **Personalizing instruction**

Pilot participants were **volunteers**, assumed to be more tech-curious.

- Strategy: Leverage early adopters to:
 - Identify high-impact use cases.
 - Help onboard and mentor other educators.

Tool Recommendations

- **Gemini (Google):**
 - Free version recommended for broad use.
 - Hosted within Jeffco’s secure tenant—**data remains internal**.
 - Supports **audit trails** for transparency and accountability.
 - **Brisk:**
 - Used primarily for **student feedback**.
 - Better browser integration for classroom tools.
- Free and paid versions available; **free version recommended**.
 - Teachers currently asked to **purchase AI tools independently** if desired.
 - Departments or schools may **purchase tools like Gemini** for staff use through district-supported channels.
 - Direct teacher purchase of Gemini is **not yet feasible** due to domain integration complexities.

AI Training & Outreach

- Extensive training delivered by the **Ed Tech team** across the district:
 - Included central departments, leadership teams, and school staff.
 - Training aligned with **district AI vision and values**.
- **“Let’s Talk AI”** initiative launched:
 - Classroom-based conversations on AI citizenship and responsible use.
 - Reached over **600 students**, primarily 8th grade.
 - Created a **safe space** for students to share honest experiences with AI.
 - Teachers requested additional sessions at school and DTL levels.

Train-the-Trainer Model

- Over **800 staff and DTLs** trained.
- Training focused on **AI citizenship and introductory usage**.
- Plans to expand into **more advanced, tool-specific training** in future phases.

Special Education AI Pilot

- Led by the **Special Education Department**, supported by Ed Tech.
- Explored AI tools to improve efficiency in:
 - Writing IEPs
 - Drafting 504 plans

- Pilot evolved into a **broad exploration** of multiple tools.
- Strong positive feedback from participants.

NotebookLM (Google)

- Highlighted as a standout tool across departments:
 - Allows users to upload documents into a **secure, closed AI environment**.
 - AI only references uploaded content—**no external data sourcing**.
 - Can generate summaries, answer questions, and even create podcasts.
 - Supports **voice interaction** for dynamic engagement.
- Widely praised for:
 - **Ease of use**
 - **Clarity of information**
 - **Engaging features**

Copilot Integration in Data Dashboards

- Now available in **Jeffco's internal data dashboards**.
- Enables:
 - Natural language queries
 - Access to both **visualized and backend data**
 - Enhanced **data analysis and insight generation**
- Operates within a **secure, walled environment**.

User Identity & AI Personalization

- Teachers and staff have **individual logins** within platforms like Gemini.
- Gemini currently does **not retain user history** across sessions.
- Future updates (announced at Google I/O) will introduce **personalized AI experiences**.

AI Use Disclosure & Transparency

- **Guidance to instructors:**
 - If AI tools are used **outside of Jeffco's secure environment**, they should not be used—or must be followed up with **manual review and verification**.
 - **Transparency is encouraged:** instructors should disclose when AI is used to generate instructional content (e.g., podcasts, slides, assignments).
- **Professional judgment** is emphasized:
 - Instructors are expected to **vet and take full responsibility** for any AI-assisted work.
 - Disclosure should follow **best practices for citation** and **common sense**.

Ethical Considerations & Perceptions

- Concerns raised about **hypocrisy** if educators prohibit AI use for students but use it themselves without disclosure.

- Parents and students may feel **misled or distressed** if AI is used in sensitive areas (e.g., IEPs, 504 plans) without transparency.
- Emphasis on the need for **clear, consistent expectations** around disclosure and ethical use.

Academic Standards & Citation Practices

- Discussion on parallels with academic citation:
- If content is borrowed from a colleague or AI, it should be **cited or acknowledged**, even if only in slide notes or internal documentation.
- Students often lack understanding of proper citation—**modeling transparency** is important.
- Regardless of AI involvement, the **instructor is fully accountable** for the accuracy and appropriateness of the content.
- The **source of the content** (AI, colleague, textbook) is secondary to the **educator's responsibility** to verify and stand by the material.

Future Topic Suggestion

- Strong interest in exploring **AI disclosure and transparency** as a formal topic in future meetings.
- Suggested to add this to the **TDPAC agenda** for deeper discussion and policy development.

TDPAC State of the State

- Director of Infosec will co-lead TDPAC alongside Chair Erin Norton for the upcoming year.
- Background:
 - 18 years with Jeffco; 9 years in Information Security.
 - Formerly part of the Ed Tech development team.
 - Passionate about cybersecurity; active in the Rocky Mountain Information Security community.
 - Jeffco Schools graduate and local Colorado native.

Reflections on 2024–25 TDPAC Year

- September meeting focused on setting the year's agenda amid leadership transitions.
- Key topics covered:
 - **AI in Education** – early fall discussion.
 - **Data Governance** – feedback from TDPAC incorporated into district practices.
 - **ERP Modernization** – transition from PeopleSoft to Workday with Accenture as implementation partner.
 - **Operations in Support of Student Outcomes** – 90% satisfaction rate from staff; goal to improve annually.
 - **Social Media & Personal Device Policies** – robust discussion; seeking input on focus areas for next year.
 - **Security & Privacy Frameworks** – emphasis on using Jeffco-managed platforms (Google Workspace, Microsoft 365) to ensure data safety and auditability.

Security & Privacy Oversight

- Ongoing efforts to ensure students and staff use **trusted, vetted platforms**.
- Google Vault now includes visibility into **Google Gemini usage**, enhancing audit capabilities.
- Continued monitoring of data privacy and vendor assurances under a “**trust but verify**” approach.

Leadership & Community Engagement

- Erin Norton elected as TDPAC Chair.
- Emphasis on **two-way communication** between Jeffco IT and the TDPAC community.
- Goal: Ensure TDPAC is not just a feedback loop but a collaborative planning body.

Safe & Secure Environments

- Presentation from the Safety & Security team on infrastructure improvements:
 - Security cameras, door phones, and other systems.
- Preparations underway for a potential **levy override** (pending board approval).
- Regardless of funding outcomes, maintaining and improving safety systems remains a priority.

Student Safety & Security

- Continued focus on **student safety infrastructure**, including door phones and surveillance systems.
- Work is ongoing regardless of the board’s decision on the **levy override**.
- Positive feedback received from **breakout sessions** with committee members.

Data Governance & Monitoring

- **December Meeting:**
 - Kevin Hahn presented on the **Data Governance Committee** and the implementation of the **Elation data governance tool**.
 - Tool is being integrated into the **progress monitoring dashboard**.
- **February Meeting:**
 - Update provided on the committee’s review of **TNTP** and the **Gaggle safety audit**.
 - Gaggle has completed data assessment; report is pending and expected soon.

Student Device Use Policy

- Robust discussion held on appropriate use of **Jeffco-purchased networks and devices:**
 - Topics included use during weekends, vacations, and for non-educational purposes.
- These discussions are informing **future policy development** and board presentations.

Looking Ahead: 2025–26 Planning

- Board presentation will include a **summary of 2024–25 accomplishments** and **proposed focus areas** for the upcoming year.
- Committee encouraged to begin **brainstorming topics** for next year’s agenda.

Meeting Cadence & Collaboration Tools

- General consensus to maintain a **quarterly meeting schedule**.
- Proposal to enhance **asynchronous collaboration** using Microsoft Teams:
 - Share articles, resources, and questions between meetings.
 - Increase engagement and alignment ahead of in-person sessions.
 - Addressed access issues and offered support for onboarding.

Committee Culture & Onboarding

- Emphasis on evolving the **collaborative culture** of the group.
- Anticipation of **three new TDPAC members** starting in September.
- Goal: Use Teams to **onboard new members** and **solidify agenda topics** before the first fall meeting.

Future Topics & Legislative Relevance

- Noted interest in discussing **new legislation** requiring school districts to adopt **cell phone use policies**.
- Topic to be addressed in upcoming slides and meetings.

Microsoft Teams for Asynchronous Collaboration

- Encouragement to use **Microsoft Teams** for ongoing engagement between quarterly meetings.
- Suggestions for increasing participation:
 - Post **prompts, polls, or discussion starters**.
 - Share **meeting agendas in advance** to allow members to reflect and contribute.
 - Set **response deadlines** to encourage timely interaction.
- Members expressed interest in using Teams more actively but noted past underutilization.
- Acknowledged that **not all members may engage equally**, but shared content can still benefit the group.

Meeting Cadence & Flexibility

- General consensus to maintain a **quarterly meeting schedule**.
- Recognition that some topics may require:
 - **Ad hoc meetings** for timely or complex issues.
 - **Optional subgroup discussions** for members with specific interests.
- Emphasis on **flexibility**: members can opt in based on topic relevance and availability.

2025–26 Planning: Three Focus Areas

1. Student Data Privacy

- Continue supporting **data governance efforts** (e.g., Elation tool).
- Discuss implications of **real-time monitoring tools** (e.g., Gaggle) and privacy trade-offs.
- Explore **cybersecurity improvements**, including tabletop exercises and incident response planning.

2. Device Usage & Screen Time

- Build on February’s discussion of **Jeffco-purchased devices and networks**.
- Address **appropriate use policies** for weekends, vacations, and non-educational purposes.
- Incorporate feedback on **student well-being and digital balance**.

3. Cell Phone Use Policy

- New **Colorado House Bill 25-1135** requires all districts to adopt a cell phone use policy by mid-2026.
- Jeffco currently lacks a district-wide policy; some schools have individual rules.
- TDPAC and DAC will be asked to **advise on policy development** during the 2025–26 school year.
- Lisa Relou’s team is preparing a study for the June 12 board meeting to inform this work.

AI in Education

- Acknowledged as a **rapidly evolving topic** requiring ongoing attention.
- TDPAC expected to continue advising on:
 - Ethical use
 - Transparency and disclosure
 - Classroom integration
- Members encouraged to identify **additional AI-related concerns or opportunities** for future discussion.

Clarifying TDPAC’s Role & Level of Engagement

- Question raised about the **desired depth of involvement** from TDPAC:
 - Should members engage in **deep-dive discussions** (e.g., 12-hour AI debates)?
 - Or focus on **reviewing and advising** on semi-finished proposals?
- Response: The goal is to **co-create** with TDPAC, not just present finalized work.
 - Brainstorming sessions will help define the **appropriate level of engagement**.
 - TDPAC has evolved from a “sit-and-get” model to a **collaborative advisory body**.

Improving Meeting Focus & Communication

- Suggestion to include a **clear “ask”** with each agenda item:
 - Helps focus discussion and clarify what input is needed.
- Board members expressed interest in:
 - Receiving **meeting minutes** and **summaries of hot topics**.
 - Being alerted to **timely or high-interest issues** discussed by TDPAC.

AI in Education – Key Considerations

- Emphasis on training both teachers and students on:
 - **AI limitations**
 - **Ethical use**
 - **Appropriate use cases**
- Suggestions included:
 - Creating a **library of AI use cases** (what’s appropriate vs. not).
 - Sharing resources (e.g., books, articles) via Microsoft Teams.
 - Encouraging **process-based assignments** to reduce misuse (e.g., requiring chat logs, drafts).
- Noted that **K–12 has an advantage** over higher ed in guiding students through structured steps.

Screen Time & Device Usage

- Concerns raised about **excessive reliance on EdTech**, especially in elementary grades.
- Suggested focus areas:
 - **Screen time guidelines** by grade level (elementary, middle, high school).
 - **Impact of EdTech** on social interaction, hands-on learning, and empathy development.
- Recommendation to involve **Redefining Technology in Education (RedTEef)** team in future discussions.

Cell Phone Policy Legislation

- House Bill 25-1135 requires all Colorado school districts to adopt a **cell phone use policy** by mid-2026.
- Jeffco currently lacks a district-wide policy; some schools have their own.
- TDPAC and DAC will be asked to **advise on policy development** during the 2025–26 school year.
- Links to related news and examples from other districts will be shared via Teams.

Vision for Technology Use in Education

- Jeffco’s vision emphasizes the **effective use of technology** to enhance—not replace—teaching and learning.
- Technology should **support empathy, communication, and engagement**, not hinder them.
- Goal is to integrate tech meaningfully into instruction, not as passive “sit-and-get” tools.

Digital Equity & Screen Time

- Continued interest in the **digital divide** and **equity of access**.
- Ongoing concern about **screen time**, especially in younger grades:
 - Need to evaluate what’s gained and what’s lost with EdTech use.
 - Suggestion to differentiate expectations by **grade level** (elementary, middle, high school).
- RedTEef team may be engaged to help **rethink classroom tech design**.

Student Data Privacy & Monitoring

- Questions raised about **monitoring student use of Google Gemini**:
 - Current monitoring is **reactive** (e.g., via Google Vault for safety or plagiarism concerns).
 - Future tools may enable **real-time monitoring** and alerts (e.g., for self-harm or violence).
- Emphasis on **transparency and communication** with parents:
 - Need for **clear, periodic updates** on monitoring tools and policies.
 - Recognition that parent comfort levels vary widely.

Ongoing Data Governance & Security

- Support for continuing **data governance work** and improving **security controls**.
- Interest in how these efforts are **communicated to the broader parent community**.
- Suggestion to review and possibly update **policies and disclosures** related to data monitoring.

Cloud Vendor Risk & Data Portability

- Concerns raised about **vendor lock-in** with platforms like Workday:
 - What happens if Jeffco needs to disengage?
 - How is data retrieved and systems restored?
- Suggested future topic: **risk management and purchasing protocols** for cloud-based tools.
 - Include discussions on **data migration, tool recovery, and exit strategies**.

Communication & Transparency

- Parents want to know **how and when** their children's data is being monitored.
- Suggestion to establish a **regular cadence** for communicating updates and policy changes.
- Importance of **accessible, parent-friendly explanations** of tech tools and their implications.

Collaborative Planning & Topic Tracking

- Many valuable topics identified for future discussion:
 - Teams and ad hoc meetings will be used to **track and expand** on these ideas.
 - Staff will document and post topics in the **Microsoft Teams channel** for continued collaboration.

Next Steps for Teams Engagement

- Members encouraged to begin using **Microsoft Teams** to:
 - Share additional ideas and feedback.
 - Contribute to agenda planning for the upcoming year.
- First opportunity for asynchronous engagement will occur **within the next 1–2 weeks**.

Board Presentation Preparation

- Feedback from this meeting will inform the **presentation to the Board** next Thursday.
- Staff will extract key themes and update slides to reflect:
 - **Main takeaways**
 - **Strategic direction**
 - **Community-informed insights**

Tentative Meeting Dates for 2025–26

- Proposed quarterly dates shared, but **not yet finalized**:
 - Concerns raised about the **May 21** date due to end-of-year conflicts.
 - Suggestion to **shift March, May, and December meetings** earlier to avoid holiday and graduation overlaps.
- **September 11, 2025** tentatively identified as a strong candidate for the first meeting.
- Final schedule to be confirmed in Teams after coordination with new members and leadership.

Appreciation & Transition Feedback

- Members expressed appreciation for:
 - **Leadership's smooth transition** during the year.
 - The **collaborative and inclusive environment** of TDPAC.
- Acknowledged that despite internal changes, the group maintained **continuity and productivity**.

Closing Reflections

- Encouragement to continue sharing **resources, ideas, and questions** via Teams.
 - Recognition that **ad hoc meetings** may be needed for timely or complex topics.
 - Final thanks extended to all members and leadership for their time, input, and commitment.
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