

SUBJECT: STUDENT MANAGEMENT SYSTEM

The Elmira City School District utilizes a student management system to maintain electronic records relating to the District's educational functions, including, without limitation, grades, schedules, attendance records, discipline records, and demographic information. The purpose of this policy is to provide for the security and integrity of records in the student management system and to promote compliance with applicable laws and standards pertaining to the privacy and protection of student data.

System Hosting, Backup, and Disaster Recovery

The District uses Schooltool, a product of Mindex Technologies, as its student management system. Schooltool is hosted, managed, and supported by the GST BOCES Regional Information Center.

To provide for the security and preservation of records maintained using Schooltool, the following standards have been implemented by GST BOCES:

- Schooltool databases and servers are hosted in secure network operations centers on properly maintained and warrantied server equipment.
- Schooltool databases are backed-up on a nightly basis, ensuring the backup of all student data in a different network operations center following each business day.
- A disaster recovery plan is maintained to provide for a recovery point objective of 24-48 hours.
- Any significant, permanent change to Schooltool or to the hosting, backup, or disaster recovery of Schooltool will be promptly reported to the Superintendent or his/her designee.

Account Management and System Access

Management of User Access

GST BOCES utilizes Active Directory accounts connected to Schooltool accounts to manage user access to Schooltool. This structure allows for a user's access to Schooltool to be suspended, disabled, or revoked through the management of the user's Active Directory account. This structure also ensures that the password complexity and longevity requirements for an Active Directory account apply to a Schooltool account. [Note: The GST BOCES Computer Services Advisory Council establishes guidelines for password complexity and longevity for the GST BOCES Regional Active Directory. The District is a member of the Regional Active Directory system and the District's Technology Director serves in a voting capacity on the Computer Services Advisory Council.]

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Access by District Personnel

District personnel are granted access to Schooltool to the extent necessary to carry out their assigned responsibilities. In general, a staff member will be permitted to access Schooltool at the level required for the staff member's job title and/or role. Additional access will not be granted without the approval of the Director of Student Services and the Technology Director. Required levels of access by job title and role are as follows:

A. Required Access by Job Title

<u>Job Title</u>	<u>Required Access</u>
Teacher	Access to students in classroom. [Note: A teacher may be granted access to all students in building depending upon his/her teaching assignment (e.g., AIS).]
Teacher Aide	No access (unless granted based upon role).
Guidance Counselor	Update access to schedules in building; view-only access to grades, discipline, and demographics in building.
Registrar	Update access to schedules, grades, attendance, and discipline in building; view-only access to demographics in building.
Psychologist	View-only access to attendance, discipline, and demographics in building.
Data Curriculum Coordinator	View-only access to grades, schedules, attendance, and demographics in building.
Secretary, Clerk (Clerical Staff)	Update access to attendance and discipline in building; view-only access to grades, schedules, and demographics in building.

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B. Required Access by Role

<u>Role</u>	<u>Required Access</u>
District Administrator	View-only access to grades, schedules, attendance, and demographics in all buildings.
Building Administrator	Update access to discipline in building; view-only access to grades, schedules, attendance, and demographics in building.
Hall Monitor	View-only access to schedules and attendance in building.
Transportation	Bus Driver: No access. Monitor: Update access to discipline for all students. Dispatcher: View-only access to demographics for all students.
Coach	No access. A coach needing grades or attendance information for students is advised to develop a system for collecting the information from teachers, such as a form that is returned to the coach on a periodic basis.
Mentor	Employees providing direct services to students may be granted view-only access to grades, attendance, and demographics upon approval of the Director of Student Services.
Club Advisor	No access. A club advisor needing grades or attendance information for students is advised to develop a system for collecting the information from teachers, such as a form that is returned to the club advisor on a periodic basis.
Backup Support/Substitute	Buildings may designate one or two employees as backup support providers/substitutes, who will receive access as necessary to carry out specific daily functions (such as attendance clerk).
Student Teacher	No access.

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Additional Access

In the event a District staff member's access to Schooltool is not sufficient for the staff member to carry out his/her responsibilities, the staff member may request additional access. Such a request must identify the reason heightened access is necessary. A staff member will be granted additional access to Schooltool only upon approval of the Director of Student Services and the Technology Director.

Parental Access

Parents and legal guardians of students may access Schooltool through a Parent Portal account. The Parent Portal is a free service offered to all parents and legal guardians of students currently enrolled in grades Kindergarten through 12. A Parent Portal account provides access to basic information concerning a student, including class schedule, teacher names, attendance, grades, and discipline. The purpose of such access is to enhance communication between the District and parents/legal guardians of students. A parent or legal guardian desiring to establish a Parent Portal account must complete and submit to the District a Parent Portal Registration Form, copies of which are available in each school building and on the District website. Parents/legal guardians must agree to the user guidelines set forth on the Parent Portal Registration Form.

Student Grades

Lock-Out Function

Teachers are authorized to access the student management system to enter and modify their students' grades during each marking period until a pre-determined lock-out date. After the lock-out date for a given marking period, grades in the student management system become final and report cards are printed. Lock-out dates are established on an annual basis by the Director of Student Services and the Director of Instructional Services in consultation with Registrars and Principals. No change in or override of an established lock-out date is permitted without the prior written approval of the Director of Student Services.

Grade Changes for Elementary Students

For students in grades Pre-K through 6, grade changes following the applicable lock-out date shall be made only by the teacher upon adjustment of the lock-out date. Any such change shall require the prior approval of the Principal and the Director of Student Services and shall be carried out as follows:

1. The teacher must complete a Request for Elementary Grade Change Form and submit it to the Principal.

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2. The Principal must sign the Request for Elementary Grade Change Form and submit it to the Director of Student Services.
3. The Director of Student Services must sign the Request for Elementary Grade Change Form, thereby authorizing support staff to adjust the lock-out date for the building for up to one (1) hour to allow the teacher to carry out the grade change. Once the change is complete, support staff will restore the original lock-out date.

The reason for a grade change must be indicated on the Request for Elementary Grade Change Form. The following are acceptable reasons for an elementary grade change:

1. Incorrect grade originally reported.
2. No grade originally reported.
3. Extra credit granted.
4. Make-up work submitted and accepted.
5. Other (must be explained).

A copy of each completed and signed Request for Elementary Grade Change Form must be maintained on file by the Director of Student Services for a period of six (6) years.

Grade Changes for Secondary Students

For students in grades 7 through 12, grade changes following a lock-out date shall be made only by a Registrar. For purposes of this policy, a Registrar is any individual appointed by the District as a Registrar or Acting Registrar.

A Registrar is permitted to change a student's grade only upon request of the student's teacher or Principal and only upon receipt of a Request for Secondary Grade Change Form signed by the student's teacher and the Principal. The reason for a grade change must be indicated on the Request for Secondary Grade Change Form. The following are acceptable reasons for a secondary grade change:

1. Incorrect grade originally reported.
2. No grade originally reported.
3. Extra credit granted.
4. Make-up work submitted and accepted.
5. Other (must be explained).

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A Registrar must maintain on file for a period of six (6) years a copy of each completed and signed Request for Secondary Grade Change Form he/she accepts. A copy of any Request for Secondary Grade Change Form that is accepted by a Registrar after August 1 must be forwarded to the Chief Information Officer (CIO) by the Registrar to ensure that District grade records match the grades on file with the State Education Department.

Review and Audit of Data

The Director of Student Services and the Technology Director shall audit the student management system's activity logs at least twice each year, with the first audit being completed on or before April 30 and the second audit being completed on or before November 30.

Audits are undertaken to confirm the integrity of the student management system. Each audit shall be carried out according to an Internal Audit Checklist that includes the following elements:

1. Review of the use and bypass of the lock-out function.
2. Review of grade changes made by users with heightened permissions (a sample of at least ten grade changes will be verified by requesting the corresponding Request for Grade Change Form).
3. Review of authorized users to confirm they are currently employed by or under contract to provide services to the District (any authorized users identified during the audit as no longer employed by or under contract to provide services to the District will be deactivated).
4. Review of user access rights (a sample of at least ten users will be analyzed to verify access rights are appropriate to job titles and roles within the District).
5. Review of use of "assume-identity" and "assume-account" features (review will document the number of times each feature is used, identify each individual making use of the features, and verify that grade changes are not carried out using the features).

Sharing of Student Data

The District may permit data from its student management system to be exported to systems maintained by third-party vendors for purposes that include, without limitation, the development or update of class lists, the development or update of student or teacher lists, and the use of demographic data for parental notification applications (autodialer, transportation management system, etc.).

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Prior to receiving access to data from the District's student management system, a third-party vendor shall be required to sign a Release or Sharing of Student Data Form or enter into a written agreement with the District that satisfies the requirements of the Appendix to the Parents' Bill of Rights for Data Privacy and Security. The Technology Director shall maintain a signed copy of each such form or written agreement.

The District reserves the right to rescind a third-party vendor's access to student management system data at any time and for any reason.

Adopted: 11/18/15