Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

1. Provide a comprehensive technology plan that directs the priorities and outcomes for the expenditure of technology resources.	In Compliance	◀ ▶

Evidence

Overview

A comprehensive technology plan is developed and implemented in alignment with the district's capital technology levy planning cycle and in service to the district mission, vision and goals. The technology plan operationalizes the district's commitment to: keep pace with technology innovation that supports student learning and staff effectiveness; develop and scale support systems and infrastructure to meet the needs of our staff, students, and parent users; and, to ensure consistent, safe and secure network reliability.

During 2016-17, year three of the technology operations four-year levy plan was executed, including the following:

- Continued second year implementation of two multi-year district-wide infrastructure projects funded by the capital levy that will greatly increase speed, resilience, and access for users across the district, including:
    - Physical Network Upgrade
    - Voice System Unified Communications (Skype for Business)
- Enhanced data network security against evolving complex threats from outside and within the network.
- Completed work on data center survivability and restoration including virtual servers, cloud storage, cloud services for e-mail, document retention, and running core district systems in the cloud.
- Began transition plan to contract services for comprehensive network management with a national data and telecom firm for management of the district's network by the end of 2018. These services will provide for 24x7 coverage and insure the district will keep pace with ever changing network technologies and security.
- Conducted a year-and-half-long teacher feedback and field test effort to select a new teacher laptop. New laptops allow teachers to not be tethered to desktops and presentation stations. They allow for teachers to use digital inking and wireless projection in order to provides for instructional innovation and flexibility. Roll outs to most schools will be completed by the end of June.
- Developed and launched a district wide Software and Web Application Request Process to provide a consistent and supportable process for new digital content and instructional tools.
- Secured managed services for computer imaging and updates to provide required expertise for increasingly complex infrastructure management applications.
- Implemented technology needed for Advanced Placement (AP) language assessments and district wide Smarter Balanced testing.
- Upgraded student devices based on capital levy lifecycle plan to keep technology current on a four-year refresh cycle.
- Implemented enhanced end user security and advanced threat protection through a partnership with Microsoft.

EL-14 Technology		

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results. Accordingly, the CEO shall:		

1. Provide a comprehensive technology plan that directs the priorities and outcomes for the expenditure of technology resources.	In Compliance	◄ ►

Evidence {continued}

- Completed the requirements definition and supported implementation of phase one of the districts' new website.
- Continued development of business process training for office staff around key business processes and Skyward student information system management, including new Health Room Module development and implementation.
- Began evaluation and field testing effort to replace aging ActiveBoards in all instructional spaces.

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◄ ►

Evidence

Our goal is to ensure that the Lake Washington technology infrastructure is robust, functional, and comprehensive. Achievement of our goal requires ongoing commitment to stringent technology standards; provision of adequate technical support; and, adherence to a realistic, consistent, and appropriate schedule for upgrading technology equipment through voter approved technology levies.

Network Infrastructure
The district's Wide Area Network (WAN) is segmented between physical and wireless connectivity for endpoints that connect to a fiber-optic network that carries traffic from schools and buildings to the data center and out to the cloud or internet.

Internet Bandwidth
The district's internet bandwidth was tripled in 2015 to 4 Gigabits (4096 Megabits) per second. Work to make the bandwidth capacity expandable was completed in September 2015 (expandable up to 20 Gigabits).

- Average daily bandwidth use in the districtwide, as of March of 2017, was 850 Megabits ongoing, with spikes as high as 1,700 Megabits.
- Average bandwidth use increased 277% in the last twelve months and continues to grow as shifts from paper to digital content and business processes continue to increase.
- A multi-year physical network upgrade is underway. It is needed to access the enhanced internet bandwidth capacity work completed in September 2015.

Physical Network (aka Wired Network)
The physical network that connects all current sites run on fiber optic cable owned by the district. One gigabit per second (Gbps) connectivity is available between all sites and the district's data center. There are 10Gbps connections to Evergreen Middle School that serves as a connection hub to eleven other school sites as well as to each of the comprehensive high schools - Eastlake, Redmond, Juanita, and Lake Washington - which were increased to 10Gbps in 2015.

- Work is underway to increase the connectivity between all sites to 10Gbps by August 2018.

EL-14 Technology		

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

-

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◄ ►

Evidence {*continued*}

The district maintains a Wide Area Network that contains 1,165 network devices.

- A capital levy project to update network devices that provide physical connectivity to endpoints and wireless access points begins this summer and is scheduled to be completed by August 2018.

Wireless Network
The wireless network currently includes 1,965 wireless access points (WAP) that provide coverage at all locations. Each classroom/area is outfitted with an access point rated to support 25 devices. Each access point can overlap zones to balance connections.

- A project began in January 2016 to upgrade all existing wireless access points to a modern cloud-based system. This project was scheduled to be complete by August 2016, but was delayed. The completion is dependent on wiring and other improvements needed to support the newer wireless network in a some schools. Eleven schools are scheduled to be completed by August 2018.

Data Center Infrastructure
The data center is located at the Resource Center. Many district servers have been moved to cloud computing. In addition, a number of servers and other shared technical systems reside in the data center. These include:

Servers
The district currently maintains 183 servers plus a dozen other network appliances. The goal is for 80% of our servers to be virtualized and/or moved into the cloud to reduce total cost of ownership and improve disaster recovery and survivability.

- Work is continuing toward the goal of 80% virtulization as well as upgrading any at-risk hardware. Currently, 74% of the servers have been virtualized using Microsoft Hyper-V technology.
- Three test servers have been moved to the Microsoft Azure hosted cloud space in preparation for the complicated task of migrating servers there.

Storage
The district has six storage systems deployed in the data center including:
1. A StorSimple device with 20 Terabytes (TB) of on premise tiered storage. Tiered storage provides solid-state fast storage for high-access data, slower storage for intermittently accessed data, and cloud storage for archival data.
2. A Hewlett Packard Enterprise Virtual Array (EVA) holds 37 Terabytes (TB) of data and is used primarily for high-access databases and virtual server storage.
3. A Dell network-attached storage with 16 TB of data.
4. An older Hewlett Packard modular smart array with 8 TB.

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results. Accordingly, the CEO shall:		
2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◀ ▶

Evidence {continued}

5. A StorSimple 8100 with 15 TB of local storage was installed during April 2015 and is now used for department data folders and document archives. It has built-in deduplication and compression and can store up to 75TB locally. It automatically replicates to the Microsoft Azure cloud for offsite disaster recovery needs. District, student, and staff personal files were moved to Office 365 cloud storage.

6. A sixth HP 3Par storage device that holds 100 TB was added to consolidate server and database storage of older storage devices in February 2016.

- A consolidation project has begun which will reduce reliance on on-premise servers with completion planned by Fall 2017

Active Directory
Microsoft Active Directory (AD) is the user account authentication authority used in the district computer network. Active Directory accounts provide authorized users access to district technology systems such as email, portals, applications, and web-based resources. Six Windows Server Domain Controllers are deployed to manage the enterprise level technology environment. Following best practice, one of these servers is physical and the others are virtualized. Accounts for every staff member and student in the district are currently supported. In addition, a limited number of accounts for authorized contractors and vendors are managed. Parent accounts are maintained in a separate domain. Student and parent account provisioning is automated, but staff provisioning remains partially manual due to complexities of individual functions and needs.

- Development work continues to move to Microsoft's Azure Active Directory cloud solution.

Software Provisioning
Increased demand for software titles and the move to mobile devices for students has required changes in how software is provisioned. Previously, much of the software provisioning was done manually or over the wired network and in lab environments. These changes require that most software is either web-based or can be installed over the network. Reconfiguration of Microsoft's System Center Configuration Manager (SCCM) was completed to provision software for endpoint devices. This system is capable of network-delivered imaging and software deployment. SCCM also assists with license tracking and compliance as well as provides access to software by user role and need. Software can be pushed to devices or provisioned in a manner that enables users to "pull down" available software and install it to their own device through our "Software Center."

- In 2016-17, a Software and Web Application Request Process was created and implemented. Through this effort, Technology Operations project management logs requests, documents approvals and licenses, develops the computer image(s), and conducts user-testing for software needs. This is particularly important for programs requiring specialized software such as Career and Technical Education (CTE), STEM Courses, Graphic Arts, and State Assessment Secure Exam Browsers.

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◀ ▶

Evidence {continued}

Data Backup & Recovery
School and financial records in the Skyward system are secured by the Washington State Information Processing Cooperative (WSIPC). Local servers and databases, including web pages and the portal, are secured through HP Data Protector and stored on the tape library or local storage. The most critical data is currently being backed up using the automated tape system. Less critical data is backed up using manual snapshots to disk storage within the data center which could be lost in the event of a disaster.

Core business systems have been migrated to the cloud to provide back-up for critical business systems, such as WSIPC student and fiscal information systems, e-mail and document storage.

- Work is underway to move server and database backups from a manual snapshot and tape system utilizing the new HP 3Par storage and Microsoft Data Protector server software. Backups will be stored on the HP 3Par device and be replicated to the Microsoft Azure cloud services for Disaster Recovery needs.

Technical Security Infrastructure
Certain technologies are deployed to safeguard the district's network and technology resources from unauthorized access, nefarious activity, and inappropriate content.

Access Security
Microsoft Active Directory is the authentication authority for the district's computer network. All staff and students in grades K-12 are issued accounts.

- Work is underway to upgrade password policy changes. These changes are planned as part of the move to Microsoft's Azure Active Directory cloud solution and will include a password self-service portal.

Network Intrusion Security/Firewall
The network architecture is designed to protect the district's computing network through the use of standard hardware and software. Two Palo Alto Network (PAN) firewalls are used to prevent unauthorized network access from the Internet.

Web Filtering
Two Palo Alto Network appliances are used to filter all network traffic leaving for the internet. These devices support district compliance with Children's Internet Protection Act (CIPA) regulations. Six Direct Access servers support staff laptops and secondary Mobile Access for Students (sMAS) 1:1 devices to re-direct web traffic back through the LWSD network so that web content is filtered when student devices are not connected to the district network, making the student experience very similar to being at school.

EL-14 Technology		

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◄ ►

Evidence

Malicious Traffic Detection
The Palo Alto Network (PAN) devices also provide deep packet analyzing to detect and filter network packets that are not authorized to pass between our network and the internet. This device blocks malware activities as well as nefarious software, such as illegal file sharing software and security bypass software.

- Microsoft advanced threat protection was deployed in December 2016 to provide protection against known malware and viruses, malicious URLs, and to provide click tracing to help identify sources of attempted nefarious activity. This is the same protection Microsoft Corporation uses internally. Microsoft is the second most attacked entity in the world, next to the federal government.

Anti-Virus
The district deploys Microsoft Endpoint Protection to all its servers and endpoint devices. This anti-virus protection solution is managed centrally by Microsoft's System Center Configuration Manager (SCCM).

Network Access
District staff and students are provided network access through district-owned and configured equipment. Guest users are informed by our web gateway of the Terms and Conditions of use for our guest wireless network and must click to accept the terms before being granted access.

Staff and Student Technology Equipment
A significant amount of technology equipment has been deployed in classrooms to facilitate learning and support district operations. Our staff and student technology consists of the following:

Projection Stations: A multi-media capable computer connected to a projector that displays lesson material upon a viewing surface/screen.
Interactive Whiteboards: A wall-mounted device that allows teachers and students to create and display interactive learning content. This device is connected to the projection computer and teacher laptops. Interactive individual student response systems that work in conjunction with the interactive whiteboard are available to teachers.
Document Cameras: A digital display device that allows teachers to model processes/procedures and display artifacts, displays, and documents through the projection system.
Voice Amplification: A sound amplification system that uses infrared technology to transmit the speaker's voice and amplify it through ceiling or wall speakers.
Elementary Student Computer Devices: Carts of wireless laptops are deployed at either a 3:1 (grades K through 2) or 2:1 (grades 3 through 5) student-to-computer ratio. These shared carts are mobile and can be rolled into classrooms for use by individual students or for work in groups with multiple students accessing a single computer device.
Secondary Student Computer Devices: Individually-issued wireless laptops are deployed at a 1:1 student-to-computer ratio. These devices provide students access to electronic resources at home and school.

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◀ ▶

Evidence {continued}

Library and Special Programs Computers: Standard computer allocations for library and special programs (ELL, Safety Net, and Special Education) are:

15 student-use computers per library (elementary and secondary)
2 student-use computers per 7 students for Special Ed (elementary only)
1 student-use computer per 10 students for Safety Net (elementary only)
4 student-use computers per ELL teacher (elementary only)

Special Use Computers: Some programs such as CTE, Graphic Arts, Photography, and STEM use software applications that require more computing power than student issued laptops can provide. These programs budgets fund more powerful cart-based laptops and desktop computer labs.

- Work has begun to review options for the future classroom footprint as support of Activboards is being phased out by the vendor and new teacher laptops have changed classroom projection needs.

Staff Computer Devices: All staff are provided access to a desktop computer installed with Microsoft Windows 10 and Microsoft Office 365 Pro Plus 2016. Printers, email, and internet access are provided for conducting the business of the district. Staff computers are refreshed on a four-year basis as needed.

- A Teacher Technology Field Test was undertaken as part of the planning and learning for selection of a new teacher laptop. New teacher devices are being rolled out March through June 2017 by school. At each school roll out event, teachers recieve a high end, laptop/tablet convertible device with long battery life (up to 12 hours), digital inking, wireless projection capabilities, a docking station and basic technology training. After an initial use period through December 2017, teachers laptop will replace the current desktop computer and separate presentation station computer. Classroom desktops will be repurposed to areas of need or surplused if at end of life.

Technical Support
Providing technical support is an important component of an effective technology infrastructure. Technical support includes Technical Support Specialists (TSS), who work at the Help Desk and in the field, and other staff who support the technical components of the technology infrastructure and the Data Center. Current staffing levels provide for 20 TSS who work at Helpdesk and in the schools; with secondary schools received 4 hours of onsite support each day and elementary schools received 2 hours per day of onsite support. Three Regional Technical Support Coordinators supervise TSS staff, and four Technical Support Analysts handle tier 2 support and escalation tickets in addition to hardware repair processes and one Technology Messenger handles technology moves throughout the district. Other technology operations staff support the technology infrastructure and networks, data center, applications and provisioning, voice systems, MAS program and technology purchasing and deployment. Managed services are employed to assist in supporting computer image development and delivery of automated application needs and network management.

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

2. Provide a comprehensive and functional technology infrastructure that addresses needs of staff, students, and community.	In Compliance	◀ ▶

Evidence {continued}

- This year, Helpdesk hours were increased from 7:00 a.m. – 4:00 p.m. to 6:30 a.m. – 5:00 p.m. weekdays.

Staff/Student and Parent Support
Help Central, an internal staff portal established in 2013-14, provides staff notifications and an alerts ticker for known issues or outages to improve staff user support and promote customer self-service. The increase in alerts for this school year were generally related to vendor supported items rather than infrastructure issues.

Alerts issued for the past several years are as follows:
- ➢ 2013-14 - 78 alerts posted
- ➢ 2014-15 - 26 alerts posted
- ➢ 2015-16 - 17 alerts posted
- ➢ 2016-17 - 28 alerts posted

- 2016-17 alerts are comprised of: 7 infrastructure issues; 3 spam warnings; and 18 vendor issues {2 online curricula; 3 denial of service attack/slow internet; 9 Power School Learning vendor issues; 2 other vendor issues; 1 cloud services; 1 state assessment testing vendor issue}

Parent support is provided through email requests to ParentQuestions@lwsd.org. The most active time of the day for parents requesting help is between 5 p.m. and 7 p.m. on most weekdays. The service is provided by a third party for tier one and integrated into the district help ticket system and support model. Monthly volumes ranges by month. Data for the past three years shows high and low volumes as follows:

- ➢ 2014-15   High: 738 September   Low: 98 June
- ➢ 2015-16   High: 824 September   Low: 70 April
- ➢ 2016-17   High: 496 September   Low: 55 January

- Access to student information through our parent and student portals was improved. This is in part the reason for the lower September 2016-17 parent questions.

The number of help tickets opened by our internal customer base increased this year while closure rates continued to improve. The increase in help requests was due to the new adoption of Windows 10 for staff and students. Staffing support continued to focus on understanding the customers' end-to-end experience for curricular and business applications systems to ensure the software is provisioned and functioning correctly.

EL-14 Technology

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

- Help ticket volume and closure rate stats for the past four years are shown in the following table:

Month	Total Opened Tickets				Total Closed by HelpDesk - 1st Response*				% Closed			
	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017
Sept	5,130	5,770	5,117	6,174	3,459	3,107	4,254	5,540	67%	54%	83%	90%
Oct	3,825	3,883	3,518	3,915	3,256	3,353	3,213	3,661	85%	86%	91%	94%
Nov	2,493	2,777	2,688	3,277	2,151	2,155	2,512	3,116	86%	78%	93%	95%
Dec	1,863	2,681	2,096	1,916	1,484	2,003	1,984	1,799	80%	75%	95%	94%
Jan	3,250	3,853	2,859	3,537	2,496	2,931	2,722	3,295	77%	76%	95%	93%
Feb	2,361	3,435	2,529	2,367	1,973	2,524	2,365	2,217	84%	73%	94%	94%
Mar	2,757	3,849	3,103	3,459	2,079	3,079	2,598	3,220	75%	80%	84%	93%
Apr	2,455	2,980	2,622	2,328	1,762	1,657	2,355	2,158	72%	56%	90%	93%
	24,134	29,228	24,532	26,973	18,660	20,809	22,003	25,006	78%	72%	91%	93%

*number of tickets closed by first response during the month

3. Provide easily accessible, relevant, and current data to appropriate users to direct school and instructional improvement planning.	In Compliance	◄ ►

Evidence

Data for district and school continuous improvement planning is provided through the district-developed Data Dashboard and Skyward Student Information System. The Dashboard is a "component" of INFORM and is hosted by Edmin.com. INFORM is also used for custom data reporting and for staff to sign-up for professional development courses. INFORM is accessible for teachers and school leadership teams for use and analysis on the web (secured). Data can be reported by a broad range of variables including demographics, program, or standard.

Skyward, a student information system, is accessible to district personnel who interact with student demographic information, student and family contact information, attendance, discipline information, official transcripts, and graduation tracking. All teachers use Skyward's grade book to record student grades and issue report cards. All teachers, office support staff, school administrators, and district administrators have access to the grade book system. The system is open to families, allowing for more timely communication and feedback between teachers and parents.

OSPI's Education Data System (EDS) is a secure web-based suite of applications accessible to district and building staff who manage assessments to ensure all students meet state requirements. It provides data to building and district staff on graduation data and assessment results for scheduling students and teacher information. Final assessment data in EDS is also imported into the district data warehouse.

In addition to data provided to school staff for instructional planning and school improvement, there is an increasing demand to provide data to state or federal agencies which is also frequently used by district staff in planning. Much of this data is collected through OSPI's Comprehensive Education Data and Research System (CEDARS) which requires districts to submit student information from Skyward that links data between students, assessments, financials, and eventually facilities to inform policy and funding decisions.

EL-14 Technology

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

3. Provide easily accessible, relevant, and current data to appropriate users to direct school and instructional improvement planning.	In Compliance	◀ ▶

Evidence

Since its inception in 2009, the number of state reports dependent on CEDARS has more than doubled. Reports and processes through CEDARS reporting managed by technology data services staff include:

1. Adjusted Cohort Graduation and Dropout annual Reporting (P210)
2. Annual Behavior and Weapons reporting
3. Annual CTE Student Enrollment Review (P210VOC)
4. Annual Measurable Objectives and Adequate Yearly Progress
5. Annual Unexcused Student Absence reporting
6. Assessment Test Pre–ID (MSP, HSPE, EOC, WELPA, DAPE, PORT, WAKids and SBA)
7. Certificate of Academic Achievement/Certificate of Individual Achievement Status Listing
8. Direct Certification Free Lunch
9. Discipline Summary reporting
10. Dual Credit annual reporting
11. EDEN Reporting (Federal)
12. EdFacts Reporting (Federal)
13. Eligibility for State–funded Full Day Kindergarten programs
14. English Language Learners (ELL) Legislative Report
15. Enrollment information used in the allocation of applicable Federal programs
16. Gifted/Highly Capable Program End of Year reporting
17. High Poverty School determination for National Board Certification salary bonus
18. Highly Qualified Teacher report
19. Homeless Children and Youth reports, including McKinney–Vento
20. Homeless End of Year reporting
21. K-3 High Poverty
22. K-4 Literacy
23. Key Performance Indicator Analytics
24. LAP Funding Data
25. LAP Program Student Growth and End of Year reporting
26. Medicaid Eligibility Rate
27. November Special Education Federal Child Count Report
28. November Special Education Federal Least Restrictive Environment (LRE) Report
29. October Public School Enrollment Count
30. Online Provider Accountability Data and Reports
31. Principal and Teacher Evaluations
32. Safety Net Application
33. Special Education Federal Allocations based on October Public School Enrollment Count
34. State Board Accountability Index
35. Title I Program End of Year reporting
36. Title III Immigrant student eligibility for federal funding
37. Transitional Bilingual reports
38. Updating the MSIS database managed by MSDR for Migrant Reporting
39. Washington State Report Card

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

4. Provide for a safe and secure computing environment for students and staff that:
  a. Prohibits the use of technology resources for commercial, political, illegal, or indecent purposes or that disrupts the learning environment of students;
  b. Prohibits access to personal information about students or staff that does not have an educational purpose or that is not appropriately authorized;
  c. Prohibits collection of electronic information for which there is no legitimate need; and
  d. Uses methods of collecting, reviewing, transmitting, or storing information that protect against improper access to the information being elicited.
	In Compliance	◀ ▶

Evidence

Safety of our students and staff is a high priority. Technologies that provide security are carefully selected to ensure that students and staff are not vulnerable to inappropriate material, fraudulent behavior, and/or malicious activities that inhibit the appropriate use of district resources.

An Acceptable Use Policy (AUP) includes guidelines for internet safety and for the appropriate use of district computer networks. The AUP is included as a component of each school's student handbook. The AUP is reviewed annually with all staff and students. Students must acknowledge responsibility for understanding the AUP every time they log on to a district computer. Students who violate the AUP are subject to the consequences, specified in the AUP and discipline policies.

The Technology Department further enhanced security and performance by upgrading and adding a second appliance that analyzes computer traffic blocking Peer to Peer Applications (BitTorrent) and Internet Anonymizers (proxy avoidance). This upgrade was required to meet the traffic demands of the growing digital footprint and allow enough bandwidth to accommodate several hundred simultaneous state testing sessions without disruption.

The district collects personal information as part of student and human resource applications in Skyward. Personal information about staff or students is only provided to those users that have a legitimate educational need and have appropriate permissions. Employment or current contractual status is verified through the Human Resources Department. Appropriate administrator approval processes are followed prior to granting access to student and/or staff information. Transmission of student information required by the state is done through the Comprehensive Education Data and Research System (CEDARS), which provides for weekly submission of electronic student information through a secure process managed by the Washington School Information Processing Cooperative (WSIPC). Transmission of staff data to the state is also managed by WSIPC.

EL-14 Technology

Executive Limitation: The CEO shall establish and maintain technology systems and applications consistent with accomplishment of the Board's End Results.

Accordingly, the CEO shall:

4. Provide for a safe and secure computing environment for students and staff that: *{see page 11 for complete listing}.*	In Compliance	◀ ▶

Evidence *{continued}*

The district must comply with the Family Educational Rights and Privacy Act (FERPA). The Student Information System contains privacy fields for tracking parent permissions pertaining to the release of student information. District policy is published on the district's website and staff members are trained to use these privacy fields for appropriate data requests and release of student information.

Any external requests for research data, surveys, or other measures that may impact students or teachers must be approved by the Superintendent or designee as described in Policy LC, Relations with Education Research Agencies.

Requests for information under Policy KBA, Public's Right to Know, as well as public disclosure laws are made through the communications department. Staff works with legal counsel when requests include personal information of staff or students.

Security protocols also help protect personal information. Policies are in place to assure that users are given appropriate and necessary access levels to district systems. Employees that resign or are terminated have their access to the LWSD network revoked when their employment ends. All K-12 grade students are provided with individual student log-on identifiers to protect their files from other students. All Internet traffic requires authentication following security protocols (e.g. SSL – Secure Socket Layer) to ensure that information is secure.

I certify the above to be correct as of June 5, 2017.

_____

Traci Pierce, Superintendent