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NEW GUIDELINE - PHASE IV TECHNOLOGY UPDATE - JANUARY 2018

TECHNOLOGY GOVERNANCE COMMITTEE

Technology and Information Resources are (as defined in Bylaw 0100) strategic assets of the District and, as such, they must be managed according to sound governance procedures.

This guideline establishes the District's Technology Governance Committee per Policy 7540 to recommend standards and/or procedures for proper acquisition, management, and protection of the District's data/information, technology infrastructure, hardware, and software and applications that support both the classroom learning and business operations necessary for the District to perform its daily functions, and related training. The Technology Governance Committee shall provide oversight and guidance in the development and implementation of the District Technology Plan (DTP). The Committee will recommend to the Board of Education and Superintendent the adoption or revision of policy related to technology, and will establish procedures, regulations, and guidelines necessary for the management of and access to the District's Technology and Information Resources in accordance with Board policies and applicable laws and regulations. () The Committee will meet on a monthly basis, unless the Superintendent determines an alternative schedule. **[END OF OPTION]** The role of the Technology Governance Committee is described more fully below. Proper stewardship by this Committee will facilitate access to instructional and business data, reports and information that supports the work of those with official educational or administrative responsibilities within the schools and departments and will inform users of their responsibilities in protecting these resources (as referenced in Policy 7540 Technology).

The Technology Director is responsible for preserving the security and integrity of the District's Technology and Information Resources and therefore will serve as the chairperson of the Committee.



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Governance Roles and Responsibilities

No one person, department, division, school, or group "owns" District data/ information, even though specific units bear responsibility for managing and maintaining certain data/information. The District owns the data/information (or in some cases, such as with Social Security numbers and other such personally identifiable information, is the custodian of data/information), but the Superintendent has ultimate responsibility for defining management of the assigned data/information set within the scope of legal and regulatory obligations. The Technology Governance Committee shall assign the roles and responsibilities outlined below concerning management, access, and accountability for District Technology and Information Resources.

Technology Governance Committee

The Technology Governance Committee is responsible for IT management and reports to the Superintendent. The Superintendent appoints Committee members, who include the following:

- () representatives from legal counsel
- () Custodian of Records
- () elementary and secondary school divisions
- () school administration
- () information technology services
- () security
- () human resources
- () support services
- () District management
- () finance



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- () personnel
- () testing and assessment

The Technology Governance Committee may create subcommittees and task forces as needed to carry out its responsibilities.

Other responsibilities of the Committee include:

A. District Technology Plan (DTP)

Providing oversight and guidance in the development of the DTP.

B. Access

Defining a single set of procedures for requesting Technology and Information Resources, permission to access data/information elements in District databases, data reporting and, in cooperation with principals and other administrative personnel, documenting common data access request procedures.

C. Conflict Resolution

Resolving conflicts involving the operation of administrative, business, and instructional technology and information resources, data policy, and security and levels of access, including resolution of issues that involve the District's Technology and Information Resources that cross division/departmental boundaries. () The Superintendent retains final authority to resolve any such conflicts.

D. Data Administration

Overseeing the administration and management of all data/information, including applying guidelines and tools to manage the District's Information Resources and reporting.



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E. Technology Management

Recommending policies and procedures that manage District Technology Resources and implementing awareness and training for the appropriate administration, faculty, and staff. The Committee shall further evaluate new/emerging technologies and software to determine how they will play a role in student achievement and success and/or efficient and effective District operations. Staff must obtain approval from the Committee before implementing any new/emerging technologies and/or software applications.

F. Setting Goals

Establishing specific goals, objectives, and action plans to implement District IT policy and monitor progress in its implementation.

G. Setting Priorities

Prioritizing the management of District Technology and Information Resources including identification of data/information that is critical, assigning management priorities to all data entities and sources, and reviewing and recommending budgetary considerations needed to implement management priorities.

H. Management of Data Sharing

Managing and monitoring the transmission of District data/information.



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I. Vendor Management

Making recommendations, in consultation with District legal counsel, the IT department, and other relevant departments, concerning contracts with vendors for products and services – both operational/business and educational/instructional – that interact with District databases, information, and infrastructure, including third-party contracts for secondary systems that share data housed inside and outside the District's primary technological architecture.