

# Reporting Online Tool Usage and Securing Parent Consent - Process for School Leaders



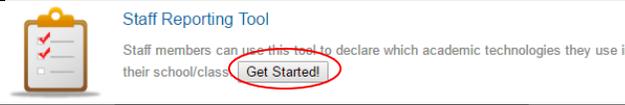
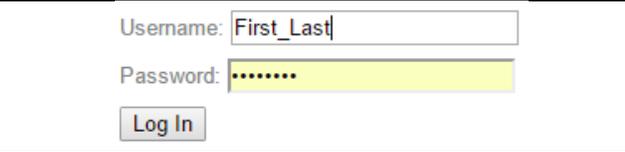
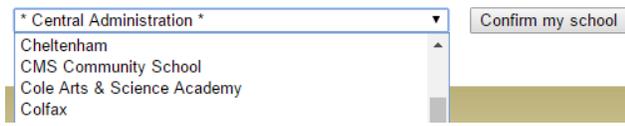
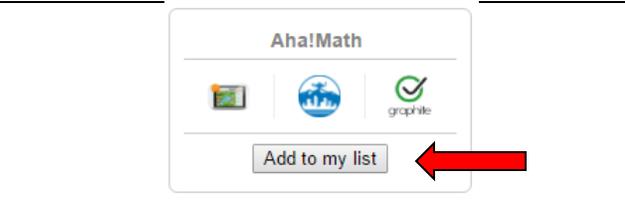
This document shows all of the steps for a school leader to inform parents of where their students' data is being used and to get parent consent for that data use. This document is broken into six sections:

1. [Initial Steps](#)
2. [Reporting School-Wide Online Tools](#)
3. [Generating Parent Consent Letters](#)
4. [Printing Parent Consent Letters](#)
5. [Collecting and Tracking Parent Consent Letters](#)
6. [Informing Parents When Online Tools Are Added](#)

## Initial Steps

	<p>1. Insure that all of your staff have watched the required video posted at <a href="http://www.dpsk12.org/studentdataprivacy">http://www.dpsk12.org/studentdataprivacy</a></p> <p><i>The video has been updated for 2016-17, so have staff re-watch it even if they watched last year.</i></p>
	<p>2. Set a date that you will be sending home parent consent forms.</p> <p>3. Inform your staff of that date and require them to have input their tools a week before that data.</p>

## Reporting School-Wide Online Tools

	<p>4. Go to <a href="http://atm.dpsk12.org">http://atm.dpsk12.org</a></p> <p>5. Click on "District Usage Reporting"</p>
	<p>6. Under "Staff Reporting Tool", click on "Get Started".</p>
	<p>7. Log in using your standard DPS log in.</p>
<p>Before you begin, please confirm your school:</p> 	<p>8. Confirm your school assignment.</p>
<p>Search for a specific tool:</p> 	<p>9. Use the "search" tool to find the online tools that you use in your school.</p>
	<p>10. When you find the tool you use, click "Add to my list".</p> <p><i>The icons between the name of the tool and "Add to my list" will take you to the tool itself, the DPS evaluation (if there is one) and the review on Graphite.org</i></p>

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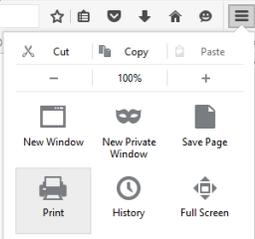
<p style="text-align: center;"><b>I use this tool! ❌</b></p>	<p>11. The “Add to my list” button will change to “I use this tool!” <i>Clicking on the red “X” will undo the selection.</i></p>
<p><b>My Selected Technologies :</b></p> <p>CMP3 <i>(added 7/13/2016)</i> ❌</p> <p>Newsela <i>(added 6/16/2016)</i> ❌</p>	<p>12. As you report the tools that are used in your school, you can see the list on the right side of the screen. <i>Clicking on the red “X” will remove the selection.</i></p>
<p><b>Help :</b></p> <p>Can't find a tool or resource?</p> <p> <a href="#">See all of my school's selections</a></p>	<p>13. You can click any time on “See all of my school’s selections”.</p>
<p>2016-17 Academic Technology Usage: <i>Demo School</i></p> <p><b>PARENT CONSENT REQUIRED</b> <b>PARENT CONSENT NOT REQUIRED</b> <b>BREAKDOWNS</b> <b>CONSENT LETTERS</b></p>	<p>14. This will take you to a separate public-facing webpage that shows parents and anyone else the tools being used at your school. <i>Your teachers’ selections will also display. Tools reported by you the principal are listed as being used school-wide.</i></p>
<h2>Generating Parent Consent Letters</h2>	
<p>2016-17 Staff Reporting Tool : <i>Kirk Anderson</i> <span style="float: right;">Sign out</span></p> <p><small>Please use this tool to select all of the (non-hardware) academic technology resources used in your school (principals) or classroom (teachers.) Click the button for any resource you use to add it your list. Your selections will be listed on the right side of the page for review. For each resource you will also find icons with links to the its website, the DPS Academic Technology Menu review of the resource, and the Graphite review of the resource, where applicable.</small></p> <p>Search for a specific tool: <input type="text"/> <input type="button" value="Search"/>  <a href="#">Principal Admin : Generate/edit parent consent form</a></p>	<p>15. When you are ready to send home consent letters, you can generate the letter by clicking “Generate/edit parent consent form”. <i>If you do not see this link, email <a href="mailto:ATM@dpsk12.org">ATM@dpsk12.org</a>.</i></p>
<p>2016-17 Technology Usage : <a href="#">Edit Parent Consent Form</a></p> <p><a href="#">Edit Info</a> <a href="#">Current Letter Preview</a></p>	<p>16. This will take you to a new browser tab. 17. On the left side of the page, you have several options for editing the letter.</p>
<p>URL to display:</p> <p><input type="text" value="https://dpsk12.info/demo"/> ▼ <input type="text" value="https://dpsk12.info/1234"/> <input type="text" value="https://dpsk12.info/demo"/></p>	<p>18. You are given several options for which web address (URL) you would like to have appear in the letter. <i>All of these addresses point to the same public-facing webpage that shows parents the tools being used at your school.</i></p>
<p>URL to display:</p> <p><input type="text" value="https://dpsk12.info/demo"/> ▼ <a href="#">(request a different URL)</a> </p>	<p>19. If you don’t like the options for web addresses, you can request a different URL. This link will create an email to do so.</p>
<p>school name to display:</p> <p><input type="text" value="Demo School"/></p>	<p>20. You can also select how you would like your school’s name to appear in the letter.</p>
<p>date to have letter returned:</p> <p><input type="text" value="7/20/2016"/></p>	<p>21. Select the date you would like the consent forms back.</p>
<p>name to display:</p> <p><input type="text" value="Kirk Anderson"/></p>	<p>22. Make sure your name appears as it should on the letter.</p>
<p>title to display:</p> <p><input type="text" value="Principal of Demo School"/></p>	<p>23. Make sure your title appears correctly.</p>

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<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; margin: 0;">Current Letter Preview</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">7/20/2016</p> <p style="margin: 0;">Dear Parent(s),</p> <p style="margin: 0;">This school and its teachers use several or On the webpage <a href="http://dpsk12.info/demo">http://dpsk12.info/demo</a></p> </div> <div style="margin-top: 10px;"> <input type="button" value="Update"/> </div> </div>	<p>24. When you click the “Update” button, the selections you have made in the above steps will update to the “Current Letter Preview”.</p> <p><i>You can and may update this letter whenever you need to.</i></p>
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## Printing Parent Consent Letters

<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; margin: 0;">Print the Letter</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Español / Spanish</li> <li>• Việt / Vietnamese</li> <li>• العربية / Arabic</li> </ul> </div>	<p>25. When you are ready to print the letter, click on the appropriate language.</p> <p><i>It is up to you as the school leader to determine when to send this letter home. You should do it early in the school year, but not until all teachers have entered their online tools into the system.</i></p>
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<div style="border: 1px solid gray; padding: 5px;">  </div>	<p>26. The letter will open up in a browser window.</p> <p>27. In order to print, go to your browser’s print command.</p> <p><i>Every browser’s print command looks a little different. Ctrl+P also works for Windows computers. Command+P on Macs.</i></p>
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<div style="border: 1px solid gray; padding: 5px;"> <p style="font-size: small; margin: 0;">2016-17 Academic Technology Usage: Demo School</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> <span style="background-color: #f08080; padding: 2px 5px;">PARENT CONSENT REQUIRED</span> <span style="background-color: #90ee90; padding: 2px 5px;">PARENT CONSENT NOT REQUIRED</span> <span style="background-color: #add8e6; padding: 2px 5px;">BREAKDOWNS</span> <span style="background-color: #9370db; padding: 2px 5px;">CONSENT LETTERS</span> </div> <ul style="list-style-type: none"> <li>• English</li> <li>• Español / Spanish</li> <li>• Việt / Vietnamese</li> <li>• العربية / Arabic</li> </ul> </div>	<p>28. These letters are the same letters that parents can access on the public-facing webpage under “Consent Letters”. Parents can print this letter themselves if they would like.</p>
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## Collecting and Tracking Parent Consent Letters

<div style="border: 1px solid gray; padding: 5px; height: 100px;"> <!-- Empty space for image --> </div>	<p>29. When all of your teachers have entered the tools that they use, generate, print and send home the letters.</p> <p><i>Again, it is up to you as the school leader to determine when to send this letter home. You should do it early in the school year, but not until all teachers have entered their online tools into the system.</i></p>
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<div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="background-color: #e0e0e0;">Summary</td> <td style="background-color: #e0e0e0;">Enrollments</td> <td style="background-color: #e0e0e0;">Schedule</td> <td style="background-color: #e0e0e0;">Attendance</td> <td style="background-color: #e0e0e0;">Grades</td> </tr> <tr> <td style="background-color: #e0e0e0;">Behavior</td> <td style="background-color: #e0e0e0;">Fees</td> <td style="background-color: #e0e0e0;">GATE</td> <td style="background-color: #e0e0e0; border: 2px solid gray;">Authorizations</td> <td style="background-color: #e0e0e0;">School Owned</td> </tr> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Save <input type="button" value="Delete All"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid gray;"> <p style="margin: 0;"><b>Authorizations</b></p> <p style="margin: 0;">Excursion Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Media Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Internet Access Action</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Student Email</p> <p style="margin: 0;">OPI: Opt In</p> <p style="margin: 0;">Data Use with Online Tools</p> </td> <td style="width: 50%;"> <p style="margin: 0;">Excursion Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Media Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Internet Access Action Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Student Email Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Data Use Date</p> </td> </tr> </table> </div> </div>	Summary	Enrollments	Schedule	Attendance	Grades	Behavior	Fees	GATE	Authorizations	School Owned	<p style="margin: 0;"><b>Authorizations</b></p> <p style="margin: 0;">Excursion Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Media Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Internet Access Action</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Student Email</p> <p style="margin: 0;">OPI: Opt In</p> <p style="margin: 0;">Data Use with Online Tools</p>	<p style="margin: 0;">Excursion Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Media Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Internet Access Action Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Student Email Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Data Use Date</p>	<p>30. As the letters are returned, signed by parents, have your staff track this consent and the date in the “Authorizations” tab for each student in Infinite Campus. The field is called “Data Use with Online Tools”</p> <p><i>This process is very similar to tracking Internet access or student email access.</i></p>
Summary	Enrollments	Schedule	Attendance	Grades									
Behavior	Fees	GATE	Authorizations	School Owned									
<p style="margin: 0;"><b>Authorizations</b></p> <p style="margin: 0;">Excursion Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Media Permit</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Internet Access Action</p> <p style="margin: 0;">Y: Yes</p> <p style="margin: 0;">Student Email</p> <p style="margin: 0;">OPI: Opt In</p> <p style="margin: 0;">Data Use with Online Tools</p>	<p style="margin: 0;">Excursion Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Media Permit Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Internet Access Action Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Student Email Date</p> <p style="margin: 0;">08/01/2016</p> <p style="margin: 0;">Data Use Date</p>												

<div style="border: 1px solid gray; padding: 5px; height: 100px;"> <!-- Empty space for image --> </div>	<p>31. Do not enter data into online tools if the parent has not given consent.</p>
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## Informing Parents When Online Tools Are Added

32. When you add online tools during the course of the year to the list published to parents, you must notify parents through standard school communications. Here is the language that we ask you to include in your communications:

We have recently updated the list of online tools that one or more of your student's teachers may use as an online learning tool at [Enter School name here]. You can view the list here. [Enter the web address for your school's technology usage website]

The new online tool(s) that we have added is/are:

Please take a moment to look at the website above to view the online tools we will be using. Please visit any of the websites to see what personal information the site collects. Your permission for use of your student's data in online tools can be revoked any time. If we do not hear from you in one week's time, we will continue with your permission for us to upload your student's information into the new application(s) so that we can make the most of its functions. If you have not previously given permission for us to share your student's information with online tools, your student's information will not be shared with the new online tool(s). If you wish to modify those permissions, please contact [Enter school contact person] to sign the consent form.