# Course Outline for Tech 203

Tech 203

Technology Best Practices for Staff and Administrators.

Prerequisite Tech 101

## Technology expectations

**Abiding to technology policies**

* + - Review policies that outline acceptable use of technology. These policies should also address issues such as data security and privacy, appropriate online behavior, and consequences for violations.

**Collaboration using tech tools**

* + - Technology can be a powerful tool for collaboration, allowing staff and administrators to work together on projects and share ideas.
      * Share and discuss the use of collaboration tools such as Google Docs, Microsoft Teams, or other similar platforms.

**Streamlining administrative tasks**

* + - Technology can be used to streamline administrative tasks such as record-keeping, attendance tracking, and scheduling.
      * Discuss how we use software and applications that automate these tasks to free up time for more meaningful work.

**Modeling technology practices**

* + - Staff, and especially admins should support their department’s technology by modeling with their own personal practices.
    - Encourage the use of educational technology tools such as interactive whiteboards, educational games, and multimedia resources.

**Department-level training**

* + - Departments should provide regular training sessions to ensure that staff and admins are using technology effectively and efficiently.
      * Share examples how our departments are practicing internal training
      * How can we improve?

**Staying up-to-date**

* + - Discuss the importance for staff and administrators to stay up-to-date with emerging technologies and trends.
      * attending technology conferences
      * following technology blogs and news sites
      * experimenting with new tools and applications.

## Data privacy and cybersecurity It is important for all non-faculty who work with student data to stay up-to-date with emerging technologies and trends by participating in Onbotech professional development opportunities to ensure that they are equipped with the knowledge and skills to effectively protect student data.

**Protecting student privacy**

* + - How we protect student privacy and ensure that confidential information is not shared with unauthorized individuals. Share the list of measures:
      * ensuring that passwords are kept secure
      * locking computer screens when away from the computer
    - securely disposing of confidential documents

**Maintaining data security**

* + - It is important to ensure that all student data is stored securely and protected from unauthorized access. This can include
      * implementing password-protected systems
      * using encryption tools
      * regularly backing up data.

**Abiding to data retention policies**

* + - Review policies that dictate how long student data should be retained and when it should be deleted
    - All non-faculty staff who work with student data should follow these policies to ensure that data is not retained for longer than necessary.

**Using secure communication**

* + - All communication about student data should be done through secure channels to prevent data breaches.
      * Using encrypted email or secure messaging systems.

**Limiting access to student data**

* + - Only authorized personnel should have access to student data.
      * Review access controls in place to ensure that data is only accessible by those who need it to perform their job duties.

**Following compliance regulations**

* + - Review compliance regulations such as the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA)
      * Steps to ensure that we are following all applicable regulations.

**Reporting security incidents**

* + - Non-faculty staff who work with student data should report any suspected security incidents to the appropriate personnel promptly to ensure that any breaches can be addressed and contained.
      * how to recognize data breaches and how to respond in the event of a security incident