GATEWAY PREPARATORY ACADEMY
A MONTESSORI CHARTER SCHOOL

01-111—Data Management

Ownership and Oversight:

Charter Academy owns and protects its data by using school-issued computers that are backed up daily (see below). Student information is stored in the state Student Information System (SIS) and a secure lottery system operated. The lottery system is held off site and backed up daily.

All student information shall be entered into SIS for use in state and federal reports, including:

- Attendance
- Retention
- Assessment
- Special Education program
- English language learning

Data Security and Compliance

1. Staff Correspondence: staff shall use a secure connection for all correspondence. Any email destined for former staff members is automatically forwarded to a designated current staff member. In the event of a sudden employee change, Charter Academy reserves the right and has the ability to suspend email access and retrieve all email correspondence.

2. Computer Use: Charter Academy uses a firewall to protect students from inappropriate content. All students and staff are required to sign a “Computer Use Agreement” which regulates their use of the school-owned computers.

3. Computer Security: All school computers shall be equipped with anti-virus software. The school director shall ensure that the school’s network against security threats, both internal and external.

Data Archiving and Retention

Each staff member and student shall have a unique username and password, providing access to their data. Staff members tasked with student data use password protected web sites operated by the State of Utah to store and access data about contact information, assessment, special education, USIIS, and immunizations.

Data stored in State systems is backed up by the State of Utah and archived according to their regulations.

All paper files are kept in locked file cabinets at the school. In the event that a student transfers, registration documents shall shredded and the school file shall be mailed to the new school.

Academic Data

Charter Academy will collect academic data from a variety of sources. These sources will include the state standardized tests; the Direct Writing Assessment for 5th and 8th grade students, DIBELS reading data for grades K through 5, and CRT data for students in 2nd through 8th grade which will provide information regarding proficiency levels in the areas of Math, Science, and Language.

Data will be gathered electronically by the state for these tests. When the school receives the results, a team will disaggregate the results in a variety of ways to determine any gaps in achievement. The resulting information will then guide focused intervention on a class wide, individual, or student population level as necessary.

Reviewed and Approved: September 12, 2013