

**Sample Language for LEAs Communicating with Tech & Business Department**

Dear Technology, Instruction and Education and Business Department Leads,

As a school district, we are responsible for the safety and welfare of our students, this includes keeping our students safe online. In California, we have 4 laws that we need to pay close attention to and develop our method by which we will comply. For effective compliance, we need to work together as a cohesive team.

The introduction of additional California laws around student data privacy since 2014, calls for school districts to implement a procedure by which we can vet and approve the applications and programs being used within the district. The procurement of an actual contract, or data privacy agreement, as called for in AB1584 is crucial to our compliance. For these reasons, we would like to have the Technology, Instruction, and Education and Business departments work together to develop a path to success for our district.

Our application and program vetting process should include the review and inclusion of all departments. The technology department can provide specific data and information about the software being requested, along with how it will fit into our established infrastructure. The Instruction and Education department can guide the process by providing input on if an application fits into the proper instructional guidelines our teachers are looking for. The Business department can assist in the support and guidance on the process of signing the data privacy agreement with all of our vendors. All departments must work together to build out our district's plan to comply with these laws and to protect our students.