Copy of Manaiakalani Data Protection and Use Policy

Purpose

- To enable the Manaiakalani collective of schools, (Manaiakalani Kahui Ako and the member schools and clusters of the Manaiakalani Outreach) to link evidence to practice, in order to raise student achievement outcomes.
- To enable these schools and clusters to store data, analyse and publish findings in a way that is safe, ethical, culturally appropriate and that enhances and empowers sovereignty of the people the data originates from and describes.
- To describe how the Manaiakalani Education Trust handles the data provided by participating schools for the purposes of providing services back to clusters, schools, teachers, whānau and tauira.

Data Definition

Data referred to in this policy is the information member schools share with Manaiakalani Education Trust for the purposes listed above. Some data relates to individual students, and other data is only assessed at a group level (i.e. without association to any individual student). Individual student data will only ever be identified via EdPotential to the approved user/group.

Student information includes:

- Personal information such as name, gender, age, NSN, ethnicity
- School information such as school, year level, class, teacher
- Work products: writing and other documents created by the student in the course of their schooling. This includes blog posts and comments on other learners' school work.
- Academic achievement data, including e-asttle writing scale scores, PAT reading comprehension and mathematics scale scores, and reading age
- Chromebook device information: Chromebook model, year, status (battery capacity, insurance and break/fix information)
- Payment information relating to device purchases and payer relationship to student
- Summer Learning Journey Participation

Specific Purposes For Which We Collect, View And Analyse Data

The ability to work collaboratively to accelerate achievement for our learners requires the Manaiakalani Research Team to:

- See and analyse the academic performance of learners and link this evidence to practices of teachers in order to make predictions and hypotheses about improvement trends and the high leverage practises that cause them.
- See and analyse learner achievement and teacher practice evidence and link this to implementation strategies to predict effective programme changes
- Use this information to empower learners, whānau, teachers and school communities to be “in charge” of their own improvement
- Use the information wisely and well for advocacy with the crown and other agencies involved in the education of our tamariki and rangatahi.
- Use the same information and knowledge to pursue the philanthropic and commercial partnerships which have enabled so much of our success to date.
- Analyse access and performance of the many components of the Manaiakalani computer infrastructure - including devices, network, filtering, and others.
- Perform administrative functions of Manaiakalani Education Trust, such as handling chromebook leasing, operating the network infrastructure.
- Reporting to Boards of Trustees about the progress their learners are making
- Report to funders (including the MInistry of Education) about the results of the Manaiakalani Programme.

Subsets/Subheadings

- Academic research
- Procurement & provisioning of devices
- Technical support of schools, teachers and students
- Whanau
- MET school staff training / facilitation
- Reporting to MET supporters / govt. agencies

Data Gathering

The Manaiakalani Research Team, on behalf of Manaiakalani Education Trust, gathers informed consent from each member school Board of Trustees, representing their whanau and tauira. No data is gathered without this informed consent.

It is the responsibility of each Board of Trustees, via their own management, policies and processes, to communicate to whānau and gather any consents that pertain. For many tauira and whānau this will occur on the day of enrolment in the school.

Surveys, questionnaires and other data collections that deal directly with whānau will be subject to a separate specific consenting process.

Schools provide information electronically, once they have signed their consent and enabled access.

Data Access and Use

Raw data is accessed and processed only by the Manaiakalani Research Team. Schools retain ownership of any data shared with Manaiakalani Education Trust. Data is then uploaded into EdPotential.

All MET partners who require access to MET data are required to abide by this policy.

Data analysis arising from the collection of data is the property of the Manaiakalani Research Team on behalf of the Manaiakalani Education Trust and all member schools and clusters.

Manaiakalani has carefully layered authentication processes so that approved users and groups have access to the data they have approval for and have a right to.

Manaiakalani will not collect data that is non essential to our clearly stated purposes which have received informed consent.

Users of Manaiakalani held data must conform to the stated and consented purpose for that data set.

Data Storage and Protection

All data pertaining to schools, teachers, learners, whānau will be protected in all ways possible by all members of the Manaiakalani Research Team from unlawful, unauthorised, unconsented access, use or disclosure. Methods for this include;

- Data is backed up on a locked hard drive located at the MET office at each time point that data is collected, a week after the due date. This drive is held in secure storage, access controlled by the CEO of MET.
- Staff laptops are password protected, used only by the owner and kept securely when not in use.
- All passwords are robust
- Staff do not use personal devices for data storage
- Analysis and reporting of data will be anonymised so that individual students cannot be identified. Teachers are only ever identified by permission and for positive purposes.
- Research team devices will be updated regularly to the newest and most secure OS/ Chrome versions.

Reacting To A Breach

Manaiakalani Trust has a defined data breach policy and process which are used to respond to any data breaches. This process includes notification of the affected parties and the authorities, when warranted.

Data Rights

Schools retain ownership of their data and allow access by the Manaiakalani Education Trust and it's subcontractors for purposes described above. Requests for access to the above data should be directed to specific schools; requests addressed to the MET must be made by a participating school.

Updates

Changes to the policy are advertised 30 days ahead of time on the Manaiakalani.org site.

Questions

If you have any questions please contact us at privacy@manaiakalani.org