Storage of School Generated Data

This document is to provide all teaching staff with information to help in decision making as to where digital data is stored on our systems.

We have two main areas where data can be stored: **Glow and Corporate Office 365** and within each of those areas we have a range of locations that could also be used: for example OneDrive, OneNote, Sharepoint or GDrive for Glow and OneDrive, OneNote and Sharepoint in Corporate.

The original advice on what should and should not be stored in Glow still remains. However, this document should help to streamline and simplify where it is best, with regards to personal data, that data is stored.

We have identified two distinct areas that generate digital data:

Learning and Teaching : this would include any documents relating to the delivery of learning in your class. For example, presentations, quizzes, PDFs, documents, lesson plans, audio and video files focussed on learning and so on.

Class Administration: these are files that you generate in your work as a teacher, but potentially have some personal information, so mark books (usually stored as spreadsheets) tracking and monitoring records, reports, assessment data- formative and summative, and so on.
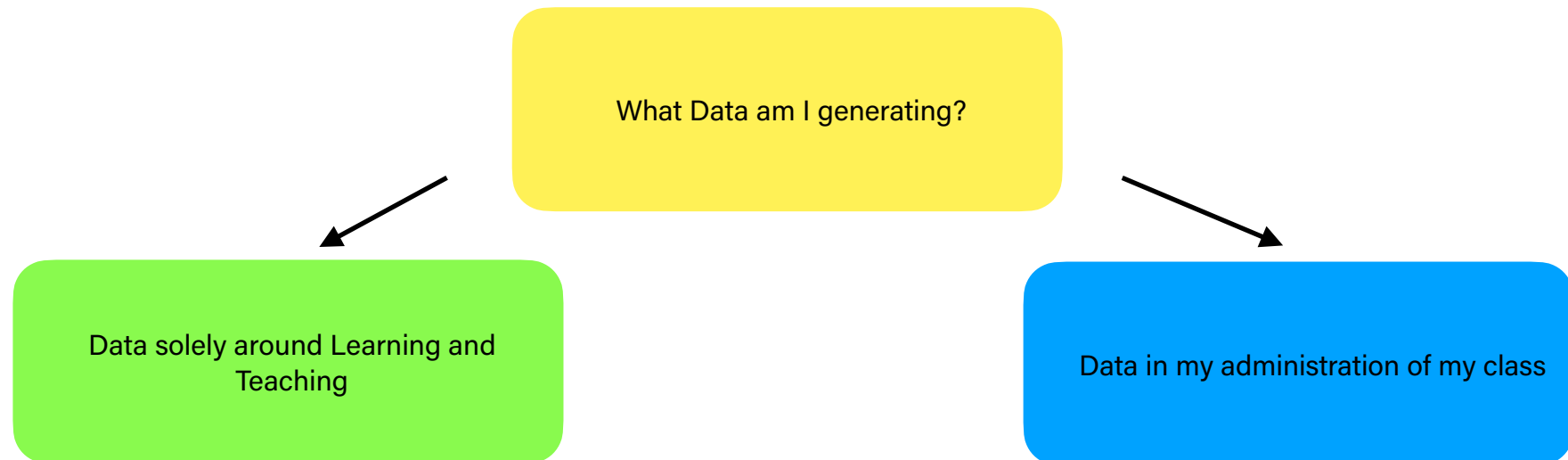
This is the first step in deciding what location is best used for the generated data.

Learning and Teaching

If we decide the data being generated is for the purpose of Learning and Teaching then we will store that data in **Glow.**
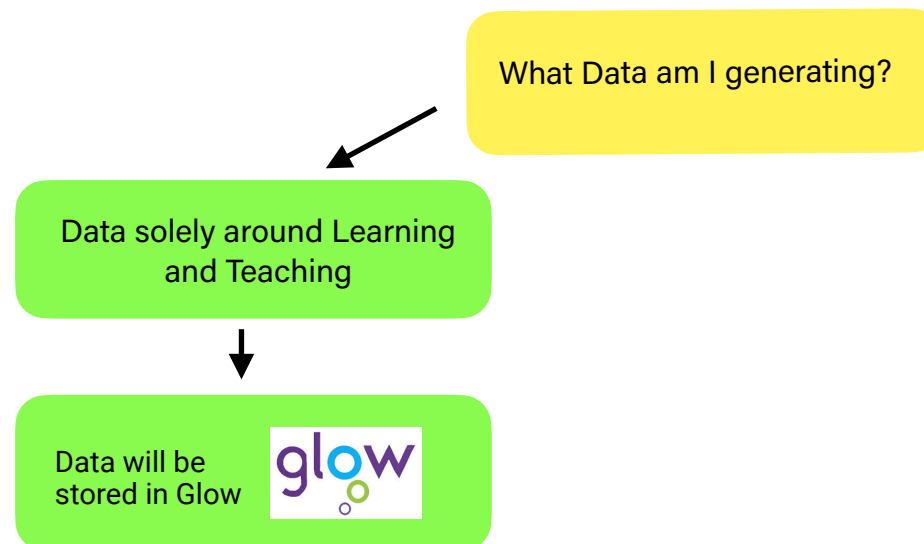
Teams and Google Classroom automatically generate marking for individual assignments. These are stored automatically in Glow and such whole class data can only be seen by the teacher. It is important that any feedback generated through assignments does not contain any sensitive information of a personal nature.

The following link to Glow Connect gives a simple overview of considerations as to whether Glow is a suitable place to store / share information.

By using Glow we can easily share the materials with students, or other professionals, and we can decide the level of access to these documents, for example **Read Only or Edit** .

Data stored on OneDrive in Glow can only be seen by the owner, unless it is shared.

We also have the option to store data in OneNote or GDrive, and again this is perfectly secure and can only be viewed/edited if it is shared by the owner.
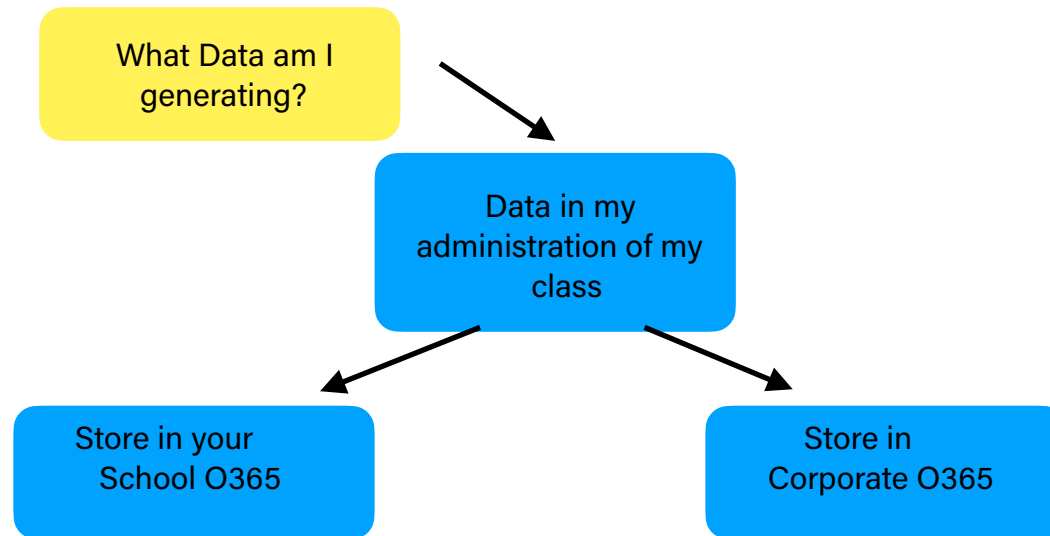
What Data am I generating?

Data solely around Learning and Teaching

Data will be stored in Glow glow

Class Administration

This is the data generated which directly refers to students. This could be reports written in Word, or photographs or videos from school trips, or to demonstrate a student's skills or learning (this is more common in Early Years and Primary) or any other personal or sensitive data that identifies a student.
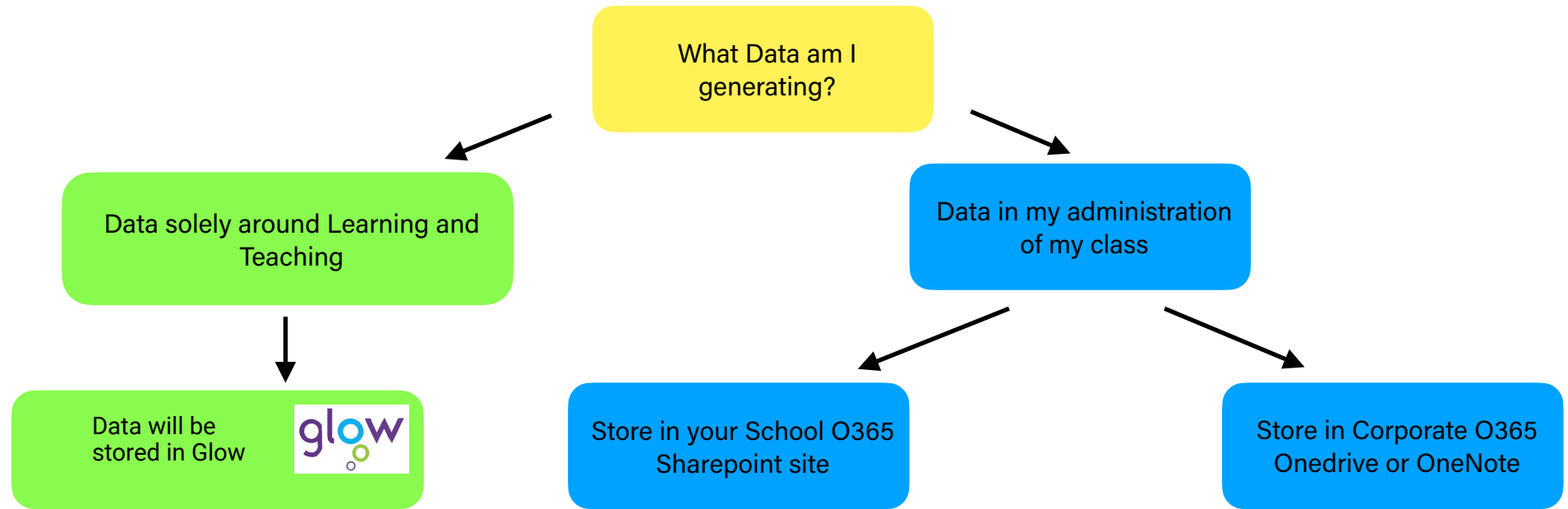
In the above examples then the data **MUST** be stored in a **Corporate location using O365.**

In this situation you have a few choices. The school will have a Sharepoint site in O365. Part of this area will be setup for SLT and possibly Guidance teachers only and another area for all staff. If the data is sensitive and not to be shared, then this is probably data that would be stored by SLT and Guidance in this restricted area. The other Staff area may be setup as required by the school, possibly into different faculty folders in secondary or class grouping in primary. Data stored in these folders will be available for your school's teachers, PSAs, admin and SLT to see.

The other option is to use your Corporate O365 account and store data into appropriately named folders in your Onedrive and, just like in Glow, these folders and files can be shared with colleagues. The data stored in your Corporate OneDrive is only visible to you, unless you share it. You may also choose to use OneNote and once again this can only be seen by you, unless you share the OneNote Notebook. Discuss what is your best option with your school.

What Data am I generating? → Data in my administration of my class → Store in your School O365 / Store in Corporate O365

Data Flow for Correct Identification of Data Storage Location

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                        ┌──────────────────┐
                        │  What Data am I  │
                        │   generating?    │
                        └──────────────────┘
                       ↙                    ↘
    ┌──────────────────────────┐    ┌──────────────────────────┐
    │ Data solely around       │    │ Data in my administration│
    │ Learning and Teaching    │    │ of my class              │
    └──────────────────────────┘    └──────────────────────────┘
                ↓                      ↙                    ↘
    ┌──────────────────────┐  ┌──────────────────┐  ┌──────────────────────┐
    │ Data will be         │  │ Store in your    │  │ Store in Corporate   │
    │ stored in Glow  glow │  │ School O365      │  │ O365 Onedrive or     │
    │                      │  │ Sharepoint site  │  │ OneNote              │
    └──────────────────────┘  └──────────────────┘  └──────────────────────┘
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Please Note:

It is NOT appropriate to use your own personal devices to store Class Administration Data: this includes taking photographs for evidence to upload to online sites such as J2Journal or Learning Journals. A school device MUST be used at all times.

If you have any questions about data storage please contact the Love Learning team at lovelearning@aberdeenshire.gov.uk