A Quick Review of Student Data Security

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Why talk about “Data Security”? 

- We all have a responsibility to our students to keep their data safe.
- Identity theft is a major interruption for individuals and families.
- The safety of students involved in social programs or domestic protection deserve our care as well.
- Internet trolls are always phishing... so here are a few reminders on best practices for supporting student data security.
Will you share YOUR feedback with us?

• Zoom Poll:

• Does your school district or state education agency have a policy about **passwords** (i.e. password length, frequency of change, or sharing userids)?
Polls

1. Which does 'ADDIE' stand for?
   - Analyse, Develop, Design, Implement, Evaluate
   - Analyse, Design, Develop, Implement, Evaluate
   - Analyse, Design, Develop, Interpret, Evaluate
   - Analyse, Develop, Design, Interpret, Evaluate

2. Submit the poll

3. Close the poll

Answer the poll
Submit the poll
First Steps for “Data Security”

- Rule Number One: Avoid emailing ANYTHING containing student-identifiable data

- Printed student information (i.e., paper registration forms) belongs in locked cabinet

- Learn the FERPA basics

https://studentprivacy.ed.gov/?src=rn
1. How to hide student-identifiable data in TE and CASAS eTests reports?

• A: Show **only the Student ID number** on the report, via TOPSpro Enterprise (TE) “General Settings”

  • “Test Score Overview” for a class

  • “Student Gains” for a class
2. Can I share my login credentials in TE or CASAS eTests with a co-worker?

• No, no, no!

• All actions in TE are tracked by userid performing the step, as part of each Record creation or update

3. How to securely transfer student data between two agencies?

- Use the “Data Sharing Request Wizard” inside TE
- Includes demographics, test scores
- Examples: Migratory farm workers, continuing education post-incarceration, WIOA I and II partnerships

HINT: Obtain permission during Intake

- Only students who have signed a consent form granting access to their data can be processed using the Data Sharing Wizard.
HINT: Attach Student Documents in TE

- Records → Students → Documents
Student Documents (cont’d)

Student Document Information

Student: 004038305 / Givargis Newkirk Pellanda
Agency: 4908 - Rolling Hills Adult School (RHAS)

Document:
- File Type:
  - Word Document (.doc)
  - Portable Document Format (.pdf)
  - Excel Document (.xls)
  - Image (.jpg)
  - Rich Text Format (.rtf)

Document Type:
- Transcript
- High School Diploma
- Certificate
- Employment
- Postsecondary

Description: Workforce Skills Certif

Issue Date: 6/1/2021
Expiry Date: [Blank]
4. Could attendance be considered confidential?

• Yes! EDD records request showing student attendance dates/hours

• Any program that has requirements for continuing job search or training

• Examples: Social welfare programs, prisoner early-release programs, records expunging programs
5. How does CASAS support Data Security?

Privacy, Copyright, and Security Policy
Good partnerships are characterized by mutual cooperation and responsibility to achieve specific goals. To maintain the integrity of its partnerships, CASAS has defined policies in these specific areas.

- Personal privacy
- Online privacy
- Copyright and protection of intellectual property
- Test security

- https://www.casas.org/about-casas/privacy-and-copyright-policy