

A Quick Review of Student Data Security

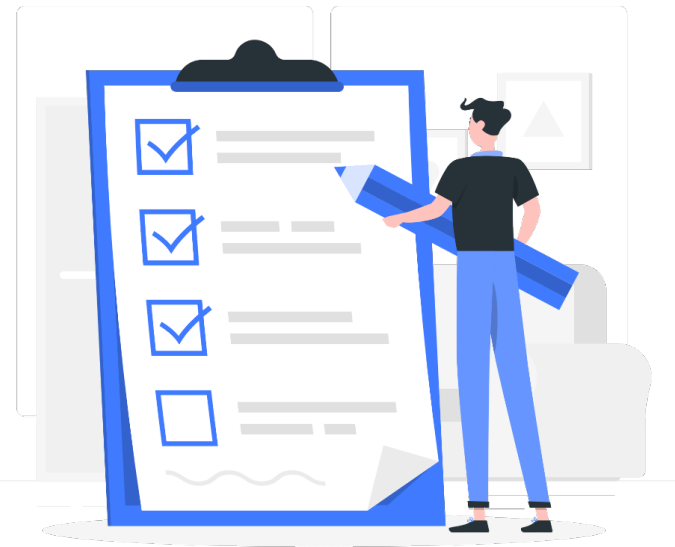
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Why talk about “Data Security”?

- 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

Polls

ADDIE

1. Which does 'ADDIE' stand for?

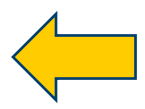
Analyse, Develop, Design, Implement, Evaluate

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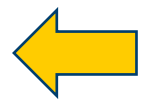
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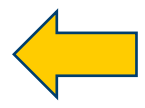
Submit



3 Close the poll



1 Answer the poll



2 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



WWW.ED.GOV/FPCO

<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

TE View Organization Records Reports Tools Help User: Administrator 00 Version: 4.0 build 32

Test Score Overview Test Score Overvie...

Report Setup Navigator 4908 - Rolling Hills Adult School (RHAS) Subsites Generate View Reporting Session (Default)

General Settings

- Class Personnel
- Class Instances
- Student In Program Years
- Class Enrollments
- Assessment Forms
- Class Personnel (for test)
- Class Instances (for test)
- Tests

Warn if too many pages: Include Criteria Info: Include Prepared By: Include Print Time:

Report Style Option: Agency Print Option: Site Print Option: Class Print Option: Personnel Print Option: **Student Print Option:**

B&W Blue Green Red
 ID Name ID Name Name ID
 ID Name ID Name Name ID
 ID Name ID Name Name ID
 ID Name ID Name Name ID
 ID Name ID Name Name ID

Show NRS Educational Functioning Levels: Show Grade Level Equivalent:

Special Options

Reporting Level: Agency Site Class Show all tests:

CASAS

Test Score Overview

11/01/2022 15:42:21 by Class Page 2 of 5 TS04

Agency: 4908 - Rolling Hills Adult School (RHAS) Teacher: teacher51@rhas.org
 Site: 01 - RHAS: North Campus Modality: Math
 Class: 020720-FA21 - HSE All Subjects Scale: CASAS Math 900
 Course: HSEALLSUBJ

Student	Test Date	Form	Scale Score	NRS EFL
1665491	02/19/2023	914M	200	ABE Level 2
6420463	04/28/2023	914M	212	ABE Level 3
6653945	04/19/2023	917M	250♦	ABE Level 6
7123249	11/06/2022	913M	218	ABE Level 4

2. Can I share my login credentials in TE or CASAS eTests with a co-worker?

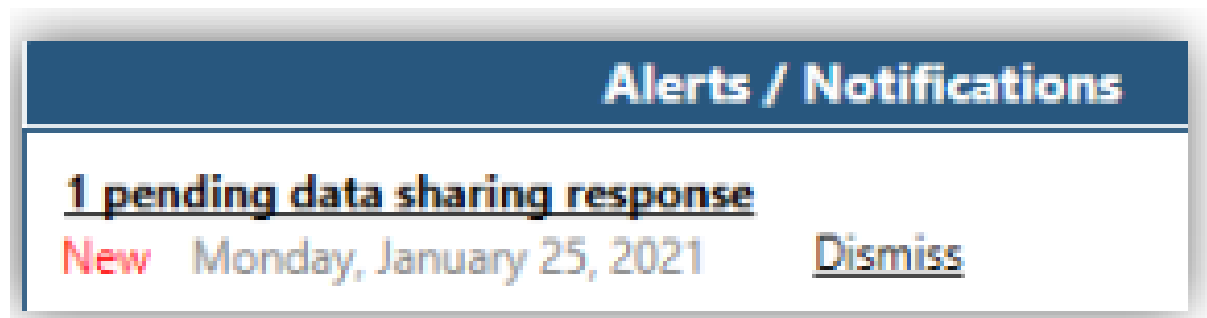
- No, no, no!
- All actions in TE are tracked by userid performing the step, as part of each Record creation or update
- https://www.casas.org/docs/default-source/training-materials/topspro-enterprise-basics-training.pdf?sfvrsn=cc06325a_8?Status=Master

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

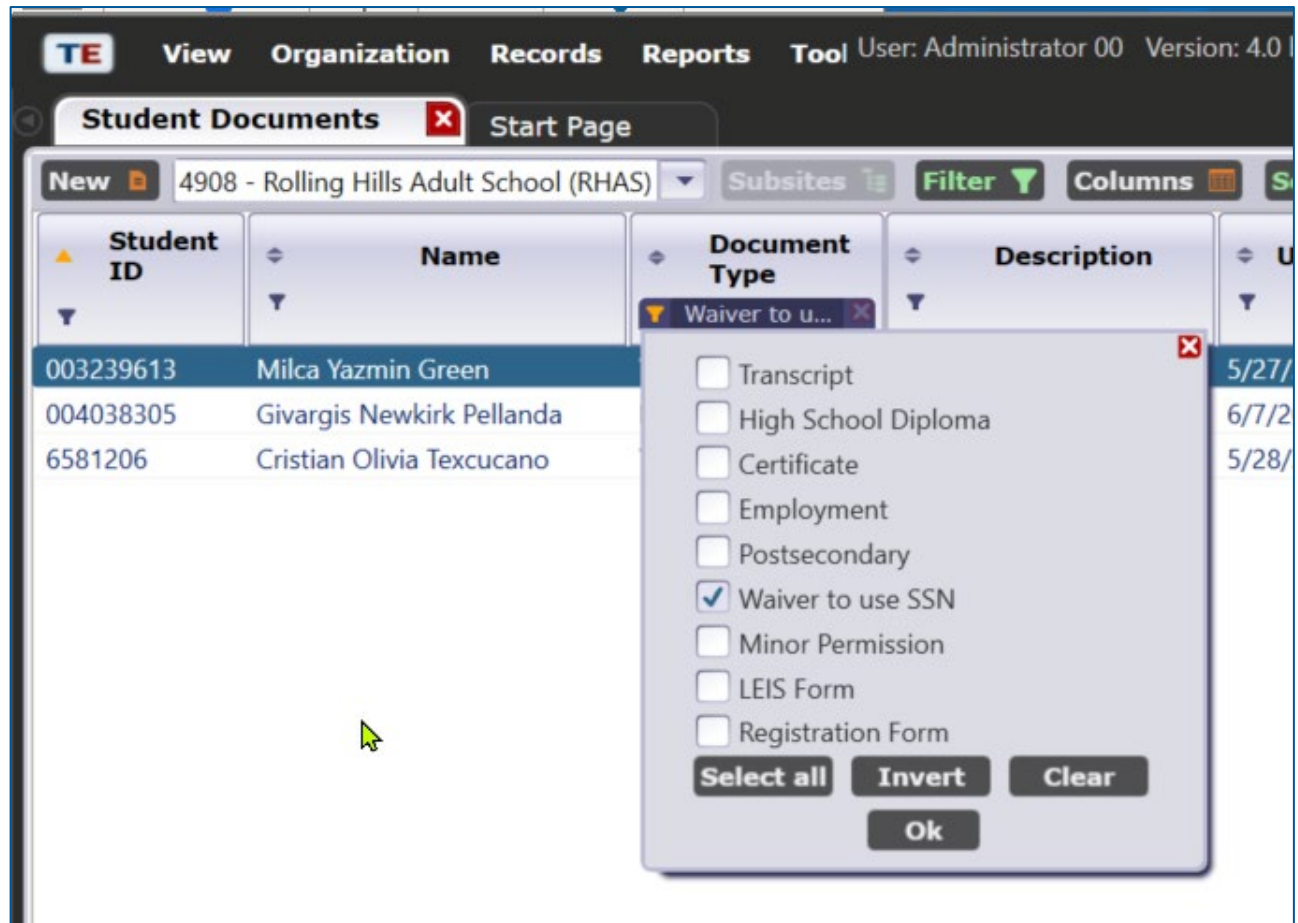
- Use the “Data Sharing Request Wizard” inside TE
- Includes demographics, test scores
- Examples: Migratory farm workers, continuing education post-incarceration, WIOA I and II partnerships
 - <https://www.casas.org/docs/default-source/te-help-documentation/transferring-student-data-between-agencies.pdf>

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

Document: WSCS 2019-20_WSCS Certificate.pdf **Open** **Download**

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
- Waiver to use SSN
- Minor Permission
- LEIS Form
- Registration Form

Description: Workforce Skills Certif

Issue Date: 6/1/2021

Expiry Date:

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>
- https://www.casas.org/docs/default-source/default-document-library/casas-privacy-compliance-statement.pdf?sfvrsn=6bb9265a_6?Status=Master