Purpose: This training provides updated guidance to Moab Charter School board members, employees, and contracted partners concerning compliance with state and federal privacy laws and best practices in this ever-changing environment.

Responsibility: The Chief Privacy Officer and the IT Security Manager will determine training curriculum for all Moab Charter School board members, employees, and contracted partners.

• Introduction
  • Why we need information security training.
  • Real life examples
• Privacy
  • Our goal is to protect student data
  • What is PII
  • What is FERPA
  • What is COPPA
  • What is HIPPA
  • What is the Utah Student Data Privacy Act
  • What disclosures am I required to make
• Security Practices and Procedures
  • Physical security
  • Accounts
  • Passwords
  • Copying protected data
  • Websites
  • Phishing, spear phishing, and vishing
  • Backups
  • Data breach response
Security and Privacy Training for Researchers and Evaluators Curriculum
2017-2018

Purpose: This training provides updated guidance to Moab Charter School board members, employees, and contracted partners concerning compliance with state and federal privacy laws and best practices in this ever-changing environment.

Responsibility: Data and Statistics Coordinator will determine the annual training topics for these targeted groups. Training for these groups will not be less than 8 hours per school year.

• Ethical and professional standards for protecting educational data privacy
• Data redaction, suppression, masking techniques
• Reporting standards for multiple audiences
• Encryption requirements for data sharing