SECURITY AND PRIVACY

Training for charter school professionals
DATA IS EVERYWHERE!
WHY AND HOW WE PROTECT IT

• As someone with access to information about students, you are required to know, understand, and comply with laws that protect student data and privacy.

• Carelessness could lead to inadvertent release of protected information.

• This training will help you understand laws that apply, and give you some good tips about how to comply.
OUR GOAL IS TO USE AND PROTECT STUDENT DATA
PROTECTING STUDENT DATA: OVERVIEW
PROTECTING STUDENT PII: FERPA
PROTECTING STUDENT PII: EMAIL
PROTECTING STUDENT PII: VOLUNTEERS
PROTECTING STUDENT PII: ONLINE APPS
PROTECTING STUDENT PII: DIRECTORY INFO
COMMON SENSE STEPS TO PROTECT DATA (INCLUDING YOUR OWN)

- Protect your computer physically. (Don’t leave it visible in your car!)
- Protect your password (watch this video)
- Don’t shortcut school security protocols
- Don’t send emails with protected information
- Use secure file transfers (www.wetransfer.com)
- Beware of Phishing attacks (watch video)
DATA BREACH RESPONSE

• If you believe data may have been breached, immediately notify the director

• Cooperate as we try to determine extent of any breach
SUMMARY

• You should use student data to inform instruction
• You should protect student data
• Technology is always changing—staying on top of it can be difficult and takes awareness and effort
• Before launching new online programs, please check applicable law and check with your director
• Use common sense to keep physical technology and digital information secure.
• Remember, there are a lot of people trying to get access to this information. Be careful out there!