



Rockford Area Schools - ISD883: Information Security Program Overview

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An introduction to information security program creation and maintenance

Introduction

This protocol or best practice is founded in Rockford Area School Policy 731R Information Security Policy.

Rockford Area Schools - ISD 883 is making a demonstrated commitment to improve information security throughout the organization. To this end, Rockford Area Schools - ISD 883 is in process of developing several information security best practices that will form the governance and foundation for the Rockford Area Schools - ISD 883 Information Security Program (*see Appendix for a preliminary list of policies to be developed). The information security protocols will be peer reviewed, approved by management and adopted throughout the organization. To ensure that all aspects of Information Security are covered in the ISD 883 Information Security Program, the program will be based on the international standard for Information Security Code of Practice for Information Security Management (ISO/IEC 27002:2013), Rockford Area School District policies, and federal and Minnesota statute.

This document provides a conceptual plan towards adoption and full implementation, and some general guidance regarding what works and what does not. The planning process is based on previous ISD 883 school district experience along with combined experiences and best practices amongst other government, educational, and business organizations.

Purpose

Rockford Area Schools - ISD 883 Information Security Program

There are multiple reasons or purposes for the Rockford Area Schools - ISD 883 Information Security Program:

- Ensure that appropriate measures are taken to protect the confidentiality, integrity, and availability of information entrusted to the organization by its customers, business partners, and stakeholders.
- Provide management with assurance that the organization is doing what it should with respect to information security.
- Provide families, business partners, and other stakeholders with assurance that Rockford Area Schools - ISD 883 is protecting their information.
- Assist in compliance with regulatory requirements; current and expected.

Information Security Program Lifecycle

The Rockford Area Schools - ISD 883 Information Security Program will be based on sound risk management principles and a lifecycle of continuous improvement as depicted in the Rockford Area Schools - ISD 883 Security Program Lifecycle in Fig.1.

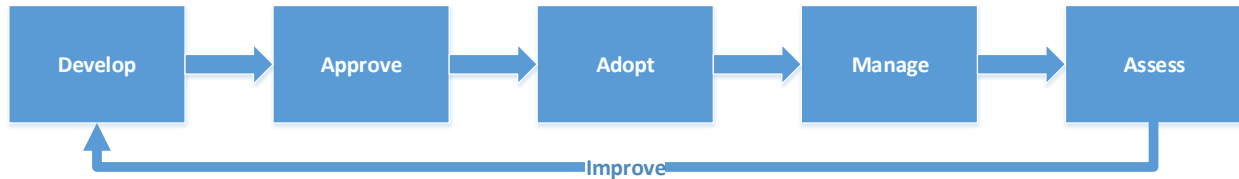


Figure1: Rockford Area Schools - ISD 883 Information Security Program Lifecycle.

Develop to Approve

At this point in the lifecycle, Rockford Area Schools - ISD 883 is planning what best practice and plans are needed and what they must contain. Once the protocols and plans are finished being developed they will move on for approval by the Superintendent, Director of Technology and the Technology Advisory Committee. The protocols and plans approval process is depicted in Figure 2.

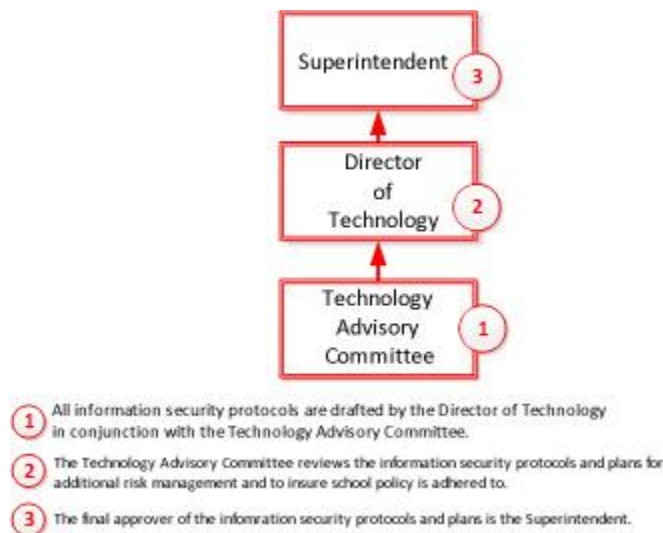
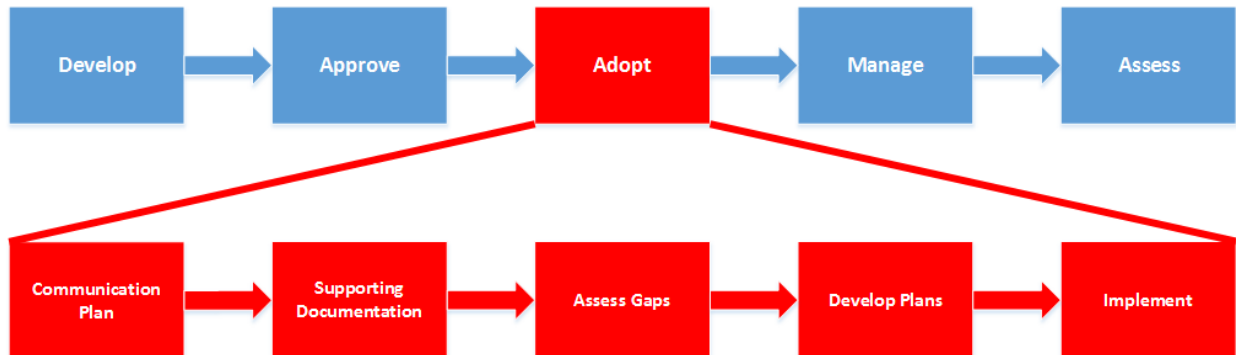


Figure 2: Rockford Area Schools - ISD 883 Information Security Policy Approval Process.

There are three steps to security protocols and plans approval. First, the protocols and plans are drafted by the Technology Advisory Committee and/or Director of Technology. Next, the draft protocols and plans are reviewed, commented on, and edited by the Director of Technology. The final step is submitting the published protocol and planning documents to the Superintendent for formal approval. Additional stakeholder input will be encouraged when protocols and plans have an impact on a specific department or district demographic.

Approve to Adopt

At this point in the lifecycle, Rockford Area Schools - ISD 883 is planning how best to adopt the protocols and plans that have been developed and are subject to approval.



There are five steps that are essential for Rockford Area Schools - ISD 883 to move to adoption of the Information Security Program; Communication Plan, Supporting Documentation, Assess Gaps, Develop Plans, and Implement.

Communication Plan Development

Perhaps the most important first step in moving from approval of information security protocols and plans to adoption of security protocols and plans is the determination and planning for how Rockford Area Schools - ISD 883 is going to best communicate to management, employees, contractors, parents, students, and others.

The communication plan will help us to ensure that we communicate with the organization consistently, effectively, regularly, and as transparently as possible. The plan lays out who we communicate with, when we must communicate, what we must communicate, and how we must communicate.

The communication plan is a live document that changes with the organization; in developing the communication plan, we will need to identify methods for which we will measure its effectiveness.



Announcement

The redevelopment and implementation of a Rockford Area Schools - ISD 883 Information Security Program is a new initiative for the organization; making an appropriate and effective announcement is important.

Training

Expecting people to follow the direction provided by the Rockford Area Schools - ISD 883 policies without proper training is bound to fail. Effective information security training is fresh, relevant, and develops a sense of ownership among the Rockford Area Schools - ISD 883 community.

Awareness

Information security is not closely integrated with the Rockford Area Schools - ISD 883 culture today. Ongoing awareness campaigns are used as a method of reminding people of their role in protecting sensitive information and keeping people up-to-date on information security news. Awareness campaigns can (and should) be fun and interactive.

Notifications

Changes to processes and technologies that affect people must be communicated to people. Often people are fine with change, as long as they understand the need for change. In general, any change made to any Rockford Area Schools - ISD 883 process or technology must be communicated to all of the people affected by the change, before, during, and after the change.

Rockford Area Schools - ISD 883 management needs to be notified regularly and kept up-to-date on significant events.

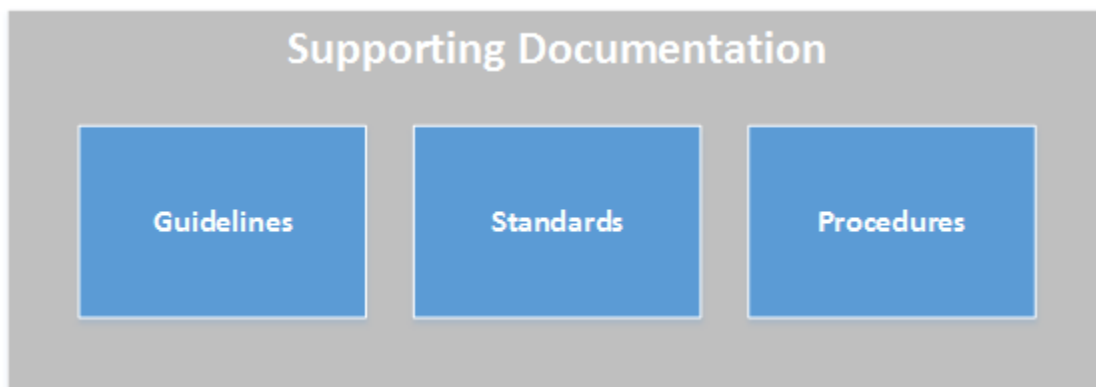
Feedback

The Rockford Area Schools - ISD 883 Information Security Program is not any one person's responsibility, and it is not "owned" by any one person. The Rockford Area Schools - ISD 883 Information Security Program is everybody's responsibility and it is "owned" by everyone. We need to encourage people to participate, and their feedback is critical to our success.

Feedback must be sought and received from Rockford Area Schools management regularly.

Develop Supporting Documentation

Protocols and plans based on school district policy provide the governance and direction for the Rockford Area Schools - ISD 883 Information Security Program, supporting documents provide the details for how to comply with policies.



Guidelines

Rockford Area Schools - ISD 883 guidelines provide directions to comply with establish district policy that may not be mandatory. Guidelines provide "guidance" or one way to achieve a goal. Guidelines

may apply to all persons, certain persons within a specific department, or individuals across departments. Most guidelines are developed by district technology personnel.

Standards

Rockford Area Schools - ISD 883 standards provide mandatory directions and/or boundaries for policy compliance. Specific technical details may be included in certain standards. Standards may apply to all persons, certain persons within a specific department, or individuals across departments. Most standards are developed by administration based on school district policies, state and/or federal rules, and insurance governance.

Procedures

Procedures provide step-by-step directions to complete certain tasks. Procedures are mandatory. Procedures may apply to all persons, certain persons within a specific department, or individuals across departments. Procedures are developed by anyone that has a need to carry out a task in a repeatable and efficient manner.

Assess Compliance Gaps

There are many places within Rockford Area Schools - ISD 883 where there may be non-compliance with sound information security principles and stated policy. At this step of the adoption, the policies are reviewed in detail with the focus on identifying individual protocol statements for which Rockford Area Schools - ISD 883 is not compliant. The non-compliant protocol statements are put into context and perspective at the Develop Plans stage of adoption.

Develop Plans

The non-compliant protocol statements are organized into categories and prioritized. Plans and projects are developed, resources identified, and timelines established.

It is important to develop protocols, projects and plans that are most efficient; for example, a single project that addresses dozens of non-compliant protocol statements is much more efficient than multiple projects that address a few non-compliant protocol statements.

Each project plan must be accompanied with a notification plan that fits with the original communication plan (covered above).

Implement

The last stage in the adoption of the Rockford Area Schools - ISD 883 information security protocols and plans is implementation. Implementation consists of execution and documentation of the projects that were developed in the previous stage (Develop Plans) of adoption. At the end of implementation of controls or processes, documentation should be prepared to ensure the ongoing management of the controls or processes remains in compliance with stated protocol objectives.



Figure 1: Rockford Area Schools - ISD 883 Information Security Program Lifecycle.

Adopt to Manage

At this point in the lifecycle, Rockford Area Schools - ISD 883 is to manage and reinforce compliance of the information security protocols that were implemented during the adoption phase of the lifecycle. Management of the program may include but not limited to reviewing audit results, logs, holding the Technology Advisory Committee meetings that are noted in protocols, etc.

Manage to Assess

At the Assess phase of the lifecycle, the Rockford Area Schools - ISD 883 information security program is reviewed to verify if the protocols are still relevant or need to be updated. Protocols should be assessed or reviewed at least annually or when a significant event causes the need for a change to policy.

Questions

Questions regarding this plan can be directed to:

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Appendix: Rockford Area Schools - ISD 883 Policy Checklist

The following checklist contains policies that should* be created to establish a functional and effective information security governing framework for Rockford Area Schools - ISD 883.

Policy Checklist

Some of the policies mentioned in this list may include re-writes or modifications to existing documentation as opposed to new protocols and plans.

- Information Security Policy (reviewed 09-2022)
 - Acceptable Use Policy (ISD 883 Policy 524)
 - Asset Management Protocol
 - Audit Protocol
 - Change Control Protocol
 - Continuity and Recovery Protocol
 - Encryption Management Protocol (reviewed 10-2021)
 - Identity and Access Management Protocol
 - Incident Management Protocol (reviewed 10-2021)
 - Information Classification and Management Protocol
 - Network Management Protocol
 - Personnel Security Protocol
 - Physical Security Protocol
 - Risk Management Protocol
 - Security Training and Awareness Protocol
 - System Development and Acceptance Protocol
 - Vendor Management Protocol
 - Vulnerability Management Protocol

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