

Administrative Practices

Quality policies, enforcement of policies and training of employees are all critical to effectively securing information. Here are some recommendations administrators should consider for their district:

1

Users should be trained at the time of their hiring and refreshed at least annually on laws, regulations, policies and best practices that should be followed to protect sensitive information.

2

Methods should be clearly defined and followed for granting access to and removing access from information systems.

3

The district should have an accurate inventory of all information systems utilized within the district, particularly those that house personally identifiable or other sensitive information.

4

Ensure technical measures are in place to protect data, including: anti-virus, software updates, internet filtering, firewalls, encryption, VPN access, etc.

5

Define procedures to efficiently respond to a data breach:

- Notify all necessary parties.
- Determine how the breach occurred.
- Correct any altered data.
- Take measures to prevent a recurrence.

