

Data Protection and Security Guide



Student Data Privacy



The protection of student information through proper handling & usage.



Student Data Security



The protection of student information through technical & organizational measures.

What constitutes student data?

Information that is tied to individual students is referred to as personally identifiable information, or PII, and is subject to additional restrictions in laws and regulations.

Student PII includes any information about a student's:

- Identity
- Academics
- Medical Conditions
- Any data collected or stored by the district.

- | | |
|-------------------|------------------------|
| ★ Name | ★ Grades |
| ★ Address | ★ Disciplinary Records |
| ★ DOB or SS# | ★ Program Eligibility |
| ★ Email Addresses | ★ Special Needs Status |



Why Student Data Privacy and Security Matters

- The value of a student record on the black market is \$250 to \$350.
- A single cyberattack creates a loss of student learning of up to three weeks.
- Overall recovery time for an attack, in general, is up to nine months, with the average recovery time for a ransomware attack at 287 days.



It's Crucial...



To ensure compliance with federal, state, and district privacy laws and regulations, such as FERPA, COPPA, & SCOPE

To protect students' personally identifiable information (PII) and other regulated data

Safeguard sensitive information from unauthorized access, misuse, or disclosure could lead to unfair treatment, tracking, or labeling .

Ensure that students learn, interact, & express themselves without exposure or misuse their personal information.

Key Federal and State Laws and Regulations

Family Educational Rights and Privacy Act (FERPA)

Information in a student's education record is governed by the Family Educational Rights and Privacy Act, a federal law enacted in 1974 that guarantees that parents have access to their child's education record and restricts who can access and use student information.

Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act (COPPA) controls what information is collected from young children by companies operating websites, games, and mobile applications directed toward children under 13.

SCOPE Act (Texas House Bill 18)

Relating to the protection of minors from harmful, deceptive, or unfair trade practices in connection with the use of certain digital services and electronic devices, including the use and transfer of electronic devices to students by a public school.

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District Guidelines and Policies

What if I want to use an education app or tool & I don't know if my school/district has vetted it?

Contact MIS or Teaching & Learning to ensure that the app is available for use. Student data should NEVER be manually uploaded to educational apps, tools, or websites.

Should I transmit student data via email or as an attachment?

Confidential student-specific data must never be transmitted via email or as an email attachment unless the file is encrypted and/or password protected.

What are some things that I can do to protect my student data?

Don't leave student data, accessible or unattended, including displayed on a computer screen. Avoid printing student data, but if necessary do not display or leave copies where it can be easily accessible.

Have Questions?

Submit a Help Desk Request here...

