



# What Student Data is Collected in Kaneland 302?

## Why does Kaneland 302 collect student information?

- **State or Federal Law**
- **Statute or Regulation**

Using data effectively and responsibly is foundational to making the best decisions in today's schools about improving student performance. Capturing accurate information is necessary for public, state and federal reporting. It's also needed to create accurate school and district performance reports. The Family Educational Rights Privacy Act (FERPA) establishes baseline parameters for what is permissible when sharing student information. Kaneland 302 uses additional guidelines and strict processes to protect the privacy of every student and to ensure the confidentiality and security of all data collected and managed. Data collected by Kaneland 302 meets policy, practice, and service requirements of state and federal laws.

## What student information does Kaneland CUSD #302 collect?

### Core Data Collection Categories for Every Student:

- **Student Demographics**
  - Name
  - Birthdate
  - Race/Ethnicity
  - Gender
- **Enrollment**
  - Student Information System
  - Student ID (SIS-ID)
  - School
  - District
  - Grade level
  - Entry/Exit date/type
  - Courses completed
  - Course Educator ID

- **Program Participation**
  - Title I
  - Special Education/Gifted
  - Free/reduced lunch
  - English Language Learner
  - Migrant status

### Only for Students Participating in Specific Programs:

- **Early Childhood**
  - Enrollment start/end dates
  - Early Childhood Assessments
- **Special Education**
  - Disability/Gifted type(s)
  - Services received
  - Discipline incidents
  - Parent contact information
  - Select data from Individualized Education Program
- **English Language Learners**
  - Primary language
  - English language proficiency level
- **Migrant**
  - Certificate of Eligibility
  - Services received
- **Concurrent Enrollment**
  - Participating institution
- **Career and Technical Education**
  - Participation/concentration

### State Assessment (students in assessed grades):

- **IAR / ISA / SAT / ISLE / Access**
  - Scores/results
  - Testing accommodations
  - Student growth percentiles
- **Alternative/Special needs test results (program specifics)**

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## How is student information used?

### Individual Student Data Uses:

- Allocation of state funding
- Administering state assessments
- Calculating individual student growth
- Post-secondary enrollment and remediation feedback

### Aggregated Student Data Uses:

- School and District Performance Reports
- Program evaluation and measurement
- School and District Improvement Plans
- Federal reporting/funding
- Public reporting
  - [Illinois Report Card](#)

## How is the information safeguarded?

- Access Control
  - Identity Management (Authentication/ Authorization)
  - Strong password requirements
  - Local access management
  - Access logging/monitoring (device & location)
  - Intrusion penetration/vulnerability Testing
  - Laptop/mobile device password locks
  - All-staff security awareness notification and training
  - 120 day staff password expiration coming summer of 2019
- Encryption
  - Use of State Information System Student ID(SIS-ID) and encrypted SIS-ID to isolate student data from student names
  - Multi-level database encryption
- Secure Transit
  - Secure File Transfer Protocol (SFTP)
  - Hypertext Transfer Protocol with Secure Socket Layer (HTTPS)
- Physical security
  - Controlled building and Data Center access
  - Video surveillance
- Suppression of small N-sizes for aggregated student data reports

## Who has access to student data?

- Authorized and authenticated Kaneland 302 education officials and information services personnel
- Authorized and authenticated school and district personnel
- Contracted vendors with signed privacy obligations for specified applications

## When is individual student information archived or deleted?

- All individual student data is encrypted, rendered non-individually identifiable through data partitioning and warehoused indefinitely.
- Access is restricted and audit logs are maintained.

## Meeting Federal and State student privacy laws.

- Student privacy procedures fully adhere to the guidelines set forth in Federal and State law, but Kaneland 302 is working to include additional safeguards such as:
  - Formal information security policy
  - District guidance for student data security and privacy policies
  - Policy review and revision by national experts and advisors
  - Data governance committee to determine internal accountability for student data
  - Institutional Review Board to review research requests and ensure confidentiality
  - Data breach notification and liability clauses in vendor contracts and agreements that involve individual student data
  - Annual independent security audits