COSN TRUSTED LEARNING ENVIRONMENT PRACTICE AREA

Data Security Practices

TLE Practice Requirements

Practice 1 — The school system website includes its data privacy and security policies and practices which are updated as-needed, but at least on an annual basis.

Team Building and Staffing

- 5E. Build an environment of trust through communication and transparency about decisions and how they are made.

Communication Systems

- 7A. Direct and coordinate the use of e-mail, organization websites, web tools, voice systems, and other forms of communication.

TLE Practice Requirements

Practice 2 — The school system data privacy and security procedures include, at a minimum, all of the following: defined data retention periods for student records; technical protocols for securing data in transit; physical, technical and administrative safeguards for securing data at rest; controls limiting access to data.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Data Management

- 9D. Administer data and databases following industry standards (e.g., SIF and SCORM).

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 3 — The school system has enforceable policies regarding storage of data on local computers, mobile devices, storage devices and cloud file-sharing and storage services.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Data Management

- 9D. Administer data and databases following industry standards (e.g., SIF and SCORM).

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 4 – The school system utilizes a documented, role-based process when granting educators, staff and contractors access rights to data and technology systems.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Data Management

- 9C. Make decisions based on data and related processes in support of stakeholders.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 5 — The school system has a process in place to communicate data incidents to appropriate stakeholders, in accordance with state law and school system policies.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Information Technology

- 9E. Assess and respond to information reporting requirements related to government mandates.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

TLE Practice Requirements

Practice 6 — The school system has a business continuity and disaster recovery plan which is verified and tested on an established, regular basis.

Strategic Planning

- 2J. Advocate for organization–wide disaster recovery and business continuity planning.

Ethics and Policies

- 3E. Maintain safety of students and staff.

Information Technology

- 6H. Develop and implement disaster recovery and business continuity plans that are an integral part of the organization's technology plan.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.

Practice 7 — The school system performs an audit of data privacy and security practices on an established, regular basis.

Information Technology

- 9E. Assess and respond to information reporting requirements related to government mandates.

Strategic Planning

- 2I. Monitor, evaluate, and report on the organization's educational technology plan.

Data Privacy and Security

- 10A. Ensure compliance with federal and state laws, board policy, and contracts relating to organization data privacy and security.

- 10B. Prevent and/or mitigate harm to the security of the organization resulting from breach.

- 10C. Make decisions and implement strategies that will protect, inform, and educate stakeholders.