Using the K-12CVAT

When should I use the K-12CVAT?

Before you purchase a third-party solution, ask the solution provider to complete a K12 CVAT tool to confirm that information, data, and cybersecurity policies are in place to protect your sensitive institutional information and constituents’ PII.

We recommend you make this part of your product screening process before purchase or before renewal of products already in place.
The K12CVAT provides schools, districts, and the vendor community with a consistent and reusable vendor risk assessment tool increasing consistency of risk assessment for schools and districts and decreasing workload for vendors.

**How to use the K-12CVAT for Schools and Districts**

1. Download and send the K-12CVAT to third-party solution providers requesting completion as part of your solution evaluation or purchasing process. Vendors who also provide services in higher education will likely be familiar with the widely used Educause HECVAT tool.

2. Vendors complete the red tab titled “COSN K-12CVAT”. In doing so they will answer yes/no questions in the Vendor Answers and be prompted to provide written explanations of responses in the Additional Information section. The Guidance section content will change based on a Yes or No vendor response.

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Vendor Answers</th>
<th>Additional Information</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCU-01</td>
<td>Have you undergone a SSAE 16 audit?</td>
<td>Yes</td>
<td>Provide the date of assessment and include a SOC 2 Type 2 (preferred) or SOC 3 report. If you have a SOC 3 report, include a URL for the published report. Indicate if your hosting provider uses the output of the audit.</td>
</tr>
</tbody>
</table>

Once you receive the responses, we recommend you do the following:

3. Read the detailed responses in the red “COSN K-12CVAT” tab. This is a very important step because not every question will apply to every product. This is where you can review and determine if there are sections of the scoring that won’t be applicable. For example, if the product does not collect or store data, the Data and Database sections may score as “0”. Look here for explanation from the vendor.

4. Review the aggregate scoring in the green “Analyst Report” tab. In this tab you will see the aggregated responses scored by category. Here is an example:
It is important to remember that some sections may not be relevant to the product. Make sure that you take that into account and understand the data. The overall score assumes all questions are relevant and scored.

5. On the analyst tab, company questions 01, 02 and 09 are not part of the aggregate scoring. They do not have yes/no answers. The responses appear below the aggregate scoring and the analyst must read and manually score these to come up with an adjusted company score. Here is an example:
6. Analyst reference tab – if you are unsure what you should be looking for in a response, directions for the analyst for each question are located in the green “Analyst Reference Tab”

Download the K-12CVAT

About CoSN
VISION CoSN is a community of visionary technology leaders empowering every learner to achieve their unique potential in a changing world.

MISSION CoSN provides current and aspiring K-12 education technology leaders with the community, knowledge, and professional development they need to create and grow engaging learning environments.

CoSN is vendor neutral and does not endorse products or services. Any mention of a specific solution is for contextual purposes.

CC BY-NC