

**To:** *Fort Thomas Independent Schools Board of Education  
Brian Robinson, FTIS Superintendent*

**From:** *Kevin Hester, FTIS Network Administrator  
Jody Johnson, FTIS Director of Technology and Information*

**Date:** *August 10, 2023*

**Re:** *Data Security and Breach Procedures  
Annual Public School District Acknowledgements of Best Practices  
KAR 702 001 170*

The purpose of this annual review is to provide assurances that Fort Thomas Independent Schools has reviewed the best practices and guidelines issued by the Kentucky Department of Education regarding data protection and procedures to institute in the case of a data breach.

The following points outline some of the practices put into practice, as well as additional actions that go beyond the scope of the KDE Guidelines.

#### **INHERITED SAFEGUARDS**

- Data Privacy, Security, and Breach Best Practices and Guidelines published by KDE (implemented and reviewed annually) and input from KDE Security Team
- Centralized directory service for account management
- IP Address management
- Centralized firewall

#### **CONTINUING PRACTICES AT DISTRICT LEVEL**

- Assurances that all subscriptions and services comply with FERPA, CIPA, and COPPA
- Secure password policies and Multi-Factor Authentication for all employees
- Student Information System user groups and rights assigned as needed
- Annual Safe School Training for data security for all teachers
- Device and MDM selections.
- Single Sign On
- Physical security of networking components
- Immutable off-site server backups

#### **DISTRICT UPGRADES**

- Annual reminders and education on phishing attacks.
- Implementing NIST Cybersecurity Framework
- Improving Disaster Recovery Plan
- Implementing analytics software for better visibility of network use
- Increasing security by upgrading existing network