

# 2016-17 KSIS Beginning-of-Year Training

State Board Room (125), 500 Mero Street, Frankfort and KDE Media Portal  
April 20 and 21, 2016  
9:30 a.m. (ET) / 8:30 a.m. (CT)



2016-17 Beginning-of-Year Training

# FERPA, Phishing, and Security Fundamentals

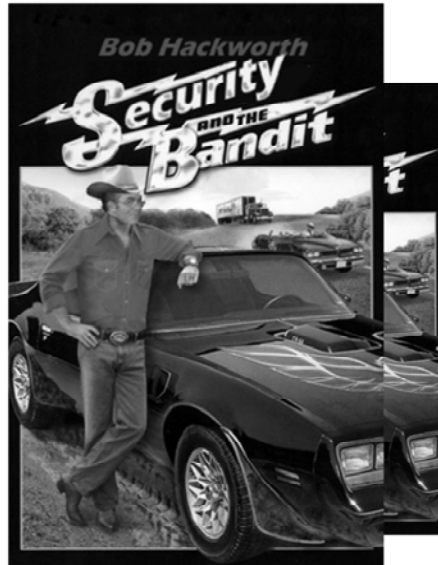
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Office of Education Technology  
Division of Engineering & Management



2016-17 Beginning-of-Year Training

No techie talk, just everyday recommendations that WILL HELP.

“We Got a LONG Way to Go...”



Robert Hackworth



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And a short time to get there, so let's jump right in! Feel free to stop me with questions.

1<sup>st</sup> couple of slides may seem familiar to some of you, but they only set the stage – keep watching!

## Can we be 100% Secure?

- ▶ Nope. No such thing, but we have to try
- ▶ Like outrunning a bear, we just have to be faster (or more secure) than the other guy...



- ▶ I like our chances.



No. We don't even have to be close. But just

## Is all Security “Good Security?”



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Nope. **(CLICK)** Does this INCREASE or DECREASE security? Not only does this gate NOT increase security, because anyone can walk around the gate to get to the house, it DECREASES security by being IN THE WAY. Can you think of any security you have to deal with that is actually in the way?

# Is All Security Convenient?

► Nope. Not in the short term



► But, YES in the LONG TERM



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Nope. (CLICK)

In the short term, having to deal with security is NOT convenient. We all have our REAL jobs we want to get to, and every time we have to stop and do something for security, entire SECONDS of our life tick by, never to return again (unlike last night's chili)! And that's exactly why we don't want to have useless gates in our way. (CLICK THROUGH) We have passwords and locks and...

However, while security isn't always CONVENIENT in the short term, such as having to stop and change our passwords, (CLICK) good security provides TONS of LONG-TERM CONVENIENCE! Keep going to better understand this.

# The Most Secure Car in the WORLD



In 1916...

\*Cadillac V8 Cabriolet 1916\* by Lars-Göran Lindgren Sweden - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons  
- [https://commons.wikimedia.org/wiki/File:Cadillac\\_V8\\_Cabriolet\\_1916.jpg#/media/File:Cadillac\\_V8\\_Cabriolet\\_1916.jpg](https://commons.wikimedia.org/wiki/File:Cadillac_V8_Cabriolet_1916.jpg#/media/File:Cadillac_V8_Cabriolet_1916.jpg)



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Cars were pretty much invented in the 1880s. But for their first 30 YEARS they lacked basic security features we would dream of buying a car without. Scientific American featured an article in 1908 about this problem. Stolen cranks and spark plugs.

This 1916 Cadillac had cutting-edge security features (keys) we still use today, and it had to start SOMEWHERE and nobody could believe what an inconvenience it was. But WHAT was the UP SIDE?

People GOT TO KEEP THEIR CARS! How CONVENIENT it was for your new car to STILL BE THERE when you got out of the latest Charlie Chaplin movie! So, it seems that appropriate security tries to minimize short-term inconvenience AND INCREASES LONG TERM CONVENIENCE

Kids born today won't even KNOW to complain about the TSA, because they've never lived without that inconvenience, just like we all live with car keys and don't complain because we've never lived without that security feature. As a matter of fact, "getting your first set of keys" is actually a rite of passage these days – not a security feature. Getting a password should be looked at the same way.



## So, Good Security...

- Keeps our important stuff **SAFE** until we need it.



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(CLICK) on SAFE

# The Basics – Your Keys to Security



## ► Passwords

- Tough to guess (avoid names, months, seasons, “password,” other stuff found on Facebook)
- Unique (especially for work, finance, shopping sites)
- Longer is better
- Change it often (limits the damage if it’s cracked or guessed)
- Don’t share it (you may trust your friend, but do you trust THEIR friend?)

## ► Examples:

- 5\$to0Lb3IT (five dollar tool belt)
- MeOaDeOalLe! (Mares eat Oats and Does eat Oats and little Lambs eat Ivy!)
- AGreat’Vette! (ok, not AWESOME, but better than “password@2016”)

# The Basics – Your Keys to Security



## ► Mobile Devices (phones, laptops, tablets)

- **Keep them out of site!**
  - ✓ In the trunk, NOT the footwell
  - ✓ Put them in the trunk BEFORE you get to your parking space at the Mall...
- **Keep them password or PIN protected**
  - ✓ Prevents a thief from getting into your email, Banks, Amazon, Facebook, etc.
- **Keep your OS and apps updated**
  - ✓ Updates add functionality AND ALSO fix security holes (there are ALWAYS holes)
- **Be careful of free wifi**
  - ✓ Make sure you are connecting to legitimate network, not just the first free one you see
  - ✓ Crooks can and do set up fake SSIDs to intercept your network traffic

# The Basics – Your Keys to Security



## ► Phishing

- Look out for unusual emailed requests from district staff. Phishers are getting good at impersonating our Superintendents and other staff over email
- Is an email asking for your password? Your SSN? Is it TELLING you to do something RIGHT NOW? Or ELSE?
- Did you get an email with an attachment you weren't expecting? A resume?
- If it sounds too good to be true, it probably is (Nigerian Prince, Bill Gates giving away \$50, etc.)
- Forward all suspected phishing emails you get to your CIO or helpdesk
- If you believe you have fallen for a phish, change your password and contact your CIO or helpdesk immediately

# The Basics – Your Keys to Security



## ► Email

- The easiest way to accidentally share too much information
  - ✓ Screen shots in KSIS that show bunches of students' information, not just one
  - ✓ Top Secret information lurking in attachments like spreadsheets or presentations
  - ✓ Wrong addressee (Bobby Hackworth, PES vs. Robert Hackworth, KDE)
- KDE does NOT want or need SSNs 99.9% of the time
  - ✓ Just the student ID (SSID) and the name will suffice

## The Basics – Your Keys to Security

### ► External Storage (Hard drives, thumb drives and the such)

- Do not store Top Secret information on these devices if at all possible
  - ✓UNLESS encrypted with a password
- NEVER pick up and use thumb drives you find on the sidewalk or parking lots
- Keep them out of site, just like your laptops and cell phones

### ► And SPEAKING of Top Secret Information...



# Disposing of Top Secret Data

- ▶ When you throw it “away,” what does “away” mean?
- ▶ Top Secret Data find their way onto lots of different media:
  - Computers
  - Phones
  - USB Thumb drives
  - Printer/Scanner/Copiers
  - Floppy Disks
  - CD-ROMS
- ▶ If you have any of the above, and they are no longer needed, or the data on them are no longer needed, the best thing to do is to destroy, delete, clean, wipe, etc. Contact your CIO or Helpdesk.



# What is Top Secret Information?

- ▶ **Kentucky's House Bill 5, or KRS 61.931, et seq.**
  - Clearly defined
  - Will trigger a data breach if exposed
  - Not limited to students – info that we all have
- ▶ **Kentucky's House Bill 232, or KRS 365.734**
  - Not clearly defined (very broad)
  - Focused on cloud service providers' use of student data
- ▶ **FERPA (Family Educational Rights and Privacy Act)**
  - Pretty clearly defined, but depends on context
  - Sensitivity can vary depending on use, viewer, other factors
  - Can trigger a data breach, depending on district sensitivity





# Kentucky's House Bill 5, or KRS 61.931, et seq.

States "Personal Information" means an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- ▶ An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;
- ▶ A Social Security number;
- ▶ A taxpayer identification number that incorporates a Social Security number;
- ▶ A driver's license number, state identification card, or other individual identification number issued by any agency;
- ▶ A passport number or other identification number issued by the United States government; or
- ▶ Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended 20 U.S.C. sec. 1232g.



## Kentucky's House Bill 232, or KRS KRS 365.734

Defines "Student data" as any information or material, in any medium or format, that concerns a student and is created or provided by the student in the course of the student's use of cloud computing services, or by an agent or employee of the educational institution in connection with the cloud computing services. Student data includes:

- ▶ the student's name,
- ▶ email address,
- ▶ email messages,
- ▶ postal address,
- ▶ phone number, and
- ▶ any documents, photos, or unique identifiers relating to the student



## Family Educational and Rights Privacy Act (FERPA)

Defines the rights that parents and students have to their own data and protects information in students' education records that are maintained by an educational agency or institution or by a party acting for the agency or institution. Those data include, but are not limited to:

- ▶ student's name,
- ▶ the name of the student's parent or other family members,
- ▶ the address of the student or student's family,
- ▶ a personal identifier, such as the student's social security number, student number, or biometric record,
- ▶ other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and
- ▶ other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty



# FERPA continued



## ▶ Annual FERPA Notification?

- Has it been reviewed this year and made publicly available?
- Do you know who student data can be shared with under the School Official Exception?
- Directory Information Exception?

✓ What is Directory information? It's personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It can be disclosed without permission from the student or parent.

- ▶ Usually: Name, field of study, attendance, grade level, extra-curricular participation, height/weight if in athletics, honors, schools attended, and data of graduation.
- ▶ Do you know what YOUR SCHOOL has determined is Directory Information?

# The End

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