Protect Yourself in the Cyber World

702 KAR 1:170

- Requires that the district acknowledge to its local board prior to August 31 of each year that it has reviewed the guidance of the KAR and implemented best practices

Relevant Board Policies & Procedures

- 01.61 – Records Management
- 01.61 AP.11 – Notice of Security Breach
- 09.14 – Student Records

Data Security Implementation Plan

- Identify and document data (both electronic and hardcopy) that need to be protected
- Audit current access to data by various groups of people and make adjustments as needed
- Document data security measures and security breach procedures
- Provide awareness training with all staff who have access to confidential data

Main Causes of Data Breaches

- Human Error
  - Accidental sharing (email, website, paper, etc.)
  - Weak or stolen passwords
  - Loss or theft of employee device (USB drive, laptop…)
  - Phishing, clickbait, ransomware
- Everything Else
  - Application vulnerabilities – unpatched software
  - Hackers
  - Malware

Cloud Providers

- KRS 365.734 prohibits cloud providers from processing student data for any purpose other that improving its services. Specifically prohibits use of data for advertising and selling of student data.

Confidential Data

- Student education records except “directory” information in certain circumstances
- PII (Personally Identifying Information) as defined by FERPA and House Bill 5

Security Breach Notification

Notify all individuals and agencies as outlined in KRS 61.933 if PII has been disclosed and will result in the likelihood of harm to one or more persons

One of these

- First name or first initial and last name
- Personal mark
- Unique biometric print/image

AND

One or more of these

- Account number with PIN that would allow access to the account
- Social Security Number
- Taxpayer ID number
- Driver’s license number or other ID number issued by any agency (student ID number)
- Passport number or other number issued by the US
- Individually identifiable health information except for education records covered by FERPA

Current Measures to Prevent a Breach

- Anti-Virus/Malware/Spam/Spyware Protection
- Vulnerability Scanning
- System Patch Management
- Cloud/Offsite Resources
- Active Directory/Group Policy Objects
- Private IP implementation
- Distributed Denial of Service (DDOS) Mitigation
- Web Filtration
- Centrally Managed Firewalls
- Virtual Private Network Support
- Secure File Transfer
- Private Printing
- Statewide Product Standards
- Locked Data Center
- Locked File Cabinets/Doors
- Limited Access (Need to Know)
- Removal of user accounts for staff no longer employed
- Staff confidentiality and security training
- Video surveillance systems
- Strong password rotation
- Single Sign-on for services
- External banners
- Environment snapshots
- Managed Internet Services

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