



FLOYD COUNTY BOARD OF EDUCATION  
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Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):** Approve the Floyd County Data Security Best Practices Presentation.

**Applicable State or Regulations:** BOE Policy 01.11 General Powers and Duties of the Board

**Fiscal/Budgetary Impact:** N/A

**Recommended Action:** Approve as presented

**Contact Person(s):** Serena Anderson, Chief Information Officer

N/A  
Principal

Serena Anderson  
Director

Anna W. Shepherd  
Superintendent

**Date:** 8/9/2022

# **Data Security**

**ALL Floyd Co Employees**

A large, solid dark blue rectangular block that occupies the bottom half of the slide, positioned below the text "ALL Floyd Co Employees".

## What is P.I.?

- ❑ **Personal Information:** First or Last Name or combination with an initial.
- ❑ **PLUS:** Any account credentials or credit card #, PIN or password, Social Security Number, Taxpayer ID, Driver's License, Passport Number, Identifiable Health Information
- ❑ **PI for students** also includes state assigned ID number.



# Multi-Factor Authentication

- **MFA? WHAT EVERY EMPLOYEE NEEDS TO KNOW** | FCS is working to provide the most secure online network possible to protect your information and the information of our students. In order to do this, we have to take additional proactive steps.
- **All employees** will use Multi-Factor Authentication (MFA) when logging into their FCS account. This is a two-step process to verify that you are authorized to be on your FCS account.
- To authenticate your account, you will need to set up your account using a text message to a cell phone or you can use the "Microsoft Authenticator" app on your phone/tablet.

# Data Security Guidelines

- ❑ Multi-Factor Authentication implementation for all district staff ongoing.
- ❑ Password Policy: 15 character minimum, change password every 180 days, can not reuse last 12 passwords; DO NOT USE passwords based on “password” or the names of the seasons, months, family members, pets, or sports teams.
- ❑ DO NOT SEND emails or documents without first checking for P.I. ONCE SENT, THAT EMAIL IS YOUR RESPONSIBILITY (*even if you just forward it*)
- ❑ NEVER share your password (*Students should NEVER have your password*)
- ❑ DO NOT OPEN EMAILS or LINKS from email accounts that you don't know or don't look like reputable agencies. *Call Technology to confirm.*
- ❑ NEVER SHARE PERSONAL INFORMATION ONLINE
- ❑ Do not use Student SSIDs with other identifiers or without Technology Dept consultation.
- ❑ IF Floyd Co BOE Email is on personal devices, we ask that you have a passcode on any device (ex: personal phone) to protect any FC PI or other confidential info visible through district email.



# Data Security Resources



## KDE Data Security and Breach Notification Best Practice Guide



## KY Educator's Guide: Personal Information & Data Breach Awareness

**TOP SECRET**

### THE MOST COMMON DATA BREACHES, AND HOW TO PREVENT THEM

Human error is the most common enabler of a data breach. While hackers get most of the spotlight, they wouldn't be so successful (by a WIIIIIIIDE margin) if, frankly, all of us weren't making it so easy for them. Here are the four most common types of data breaches in Kentucky's K12 environment, and how to prevent them.

#### LOSS OR THEFT OF A USB THUMBDRIVE, LAPTOP, TABLET, OR SMARTPHONE CONTAINING P.I.



How to prevent the breach:

- DO NOT save or store top secret information on these devices in the first place
- DO NOT leave valuables on the seat or visible in your car; lock them in the trunk
- Encrypt the device, or the top secret information on your device. If it's encrypted, it does not cause a data breach as long as the password isn't available

Example: P.I. is downloaded to a laptop and then the laptop is lost or stolen from your car or at a school function. It won't matter that the thief was only looking to sell the laptop; if there's P.I. on the device, that's a breach.

#### PHISHING ATTACKS



How to prevent the breach:

- DO NOT share your password with anyone. No reputable company will EVER ask for your password
- DO NOT click on links or documents you aren't expecting - Be savvy
- DO NOT casually browse the web or check personal email from a computer or server that is used for collecting and managing top secret data, such as Infinite Campus, financial, or cafeteria programs

Phishing is a crime in which the attacker tries to trick you into downloading malware or sharing private information, such as password or SSN, by masquerading as a helpdesk, a company or even a person you know. If you fall for their trick, then the attacker has access to your accounts, your computer, or both.

#### POOR OR SHARED/STOLEN PASSWORDS



How to prevent the breach:

- DO NOT use passwords based on "password" or the names of the seasons, months, family members, pets, or sports teams. Everyone uses them so they are VERY predictable and the first ones a hacker will try
- Use long AND memorable passwords or passPHRASES like "4sCORE&SevYrs" (four score and seven years) which is easy to remember, but cannot be easily guessed

HINT: No one enjoys using passwords. Most people create poor, easy to remember passwords or keep them taped to monitors or "hidden" under the keyboard. Out of the possible billions of passwords, 90% of people use the same 50 passwords or styles of passwords. This makes the password memorable, but also very easy to predict.

#### ACCIDENTAL SHARING OF P.I.



How to prevent this breach:

- DO NOT send or forward emails or documents without first checking for P.I. Once sent, that email and everything in it is YOUR responsibility, even if you are just forwarding it along.

Examples: Student reports, timesheets, job applications, screenshots for trainings or hidden columns and tabs in a spreadsheet are very common ways P.I. are accidentally shared.