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EBB & ECF:
Reminders & Caveats

Fun with Federal Funding!

Summer 2021

Emergency Connectivity Fund (ECF)

- Reimbursement for reasonable costs of equipment and broadband connections for students, staff
- **Consider:** Expanding existing networks/connections
- May also purchase devices
- Uses eRate forms & USAC, is separate from eRate
- Very short timeframe for application

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Electronic Broadband Benefit (EBB)

- Support to families struggling to afford Internet service and applicable devices
- $50/month discount on Internet service
- One-time discount (up to $100) for applicable computing device
- Families apply directly for this benefit

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Don't Cross the (Funding) Streams

- Families utilizing EBB funds are not eligible for support (including devices or network access) through ECF.
- Families eligible for EBB likely won't be accessing ECF-supported networks, but do your best to make sure you have controls in place (just in case).

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Data Collections & You:
Certified Data Are Finance Data

Types of and timelines certified data that affect funding.

Summer 2021

Data Certification Process Overview

- **Data are:**
  - Entered at the local level
  - Summarized and displayed through state-created WVEIS applications
  - Reviewed, corrected, and verified by local staff
  - Certified by district Superintendent
  - Used by WVDE, others

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Certified Data Are Used For…

- State Aid funding calculations
- State and federal reporting
- Accountability
- Responses to data requests

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Certified Data Include…

- Personnel Positions & FTE
- Student Enrollment (Headcount & FTE)
- SES/Percent Needy (Title I)
- Advanced Course Enrollment
- Attendance (Rates, ADA, ADM)
- Facility Square Footage
- Transportation-Related Data

- Student Subgroups & Statuses
- Special Education Child Count
- Full Academic Year (FAY)
- Discipline Incidents & Actions
- CTE Enrollment, Contact Hours, Completers
- Graduation & Dropout Rates

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Certification Timeframes for Key Data

October/2nd Month
- Enrollment (FTE)
- Advanced Course Enrollment
- Percent Needy (Title I)
- Preliminary Special Ed. Count
- CTE Course Enrollment & Contact Hours
- Certified List of Personnel

Winter (January)
- Transportation Ridership

End-of-Year (EOY)
- Facility Square Footage
- Attendance (ADA, ADM)
- Transportation Fleet & Mileage
- CTE Enrollment & Completers

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Data Certification Applications

- OCT.ENRL (2nd Month Collections)
- CERT.EOY (EOY Collections)
- Certified List of Personnel (Special Process)
- Transportation Collections (Special Collections)

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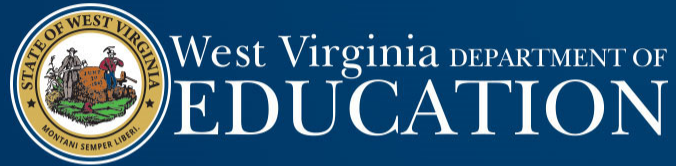
Cyberliability Insurance:
Telling BRIM About Your Work

Collaborating with BRIM to limit risk and lower costs.

Cyberliability Insurance & BRIM

- Cyberliability insurance
  - Necessary
  - Not a panacea
- Coverage is decreasing, costs are increasing
- BRIM wants to be helpful.
- You can help BRIM!

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Communicating with BRIM

- Correspond promptly
  - Emails
  - Questionnaires (used for coverage & rate-setting)
- Carefully review questionnaire responses
  - Nuance is okay!
  - Tell BRIM about "Yes, but…" or "No, but…" answers.
  - Use WVDE resources if needed! (e.g., Incident Response Plan)

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BRIM Resources

- Loss Control Resources
  - https://brim.wv.gov/losscontrol/Pages/default.aspx
- Staff will offer guidance/support
  - BRIM
  - State Privacy Office

And of course, WVDE staff are always happy to help you!

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Privacy/Security Matters: Precautions & Preparations

Implementing cybersecurity and privacy
precautions to limit risk and lower costs.

Privacy Preview

Privacy concepts are foundational in all education data issues.

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What should we remember?

- All students and families should be respected.
- All students are worth protecting.
- All information must be protected.
- Different specific rules apply in different specific situations and/or for different specific students.

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Education Privacy Regulations

- FERPA (Family Educational Rights and Privacy Act)
- PPRA (Protection of Pupil Rights Amendment)
- Other federal & state statutes
  o Individuals with Disabilities Education Act (IDEA)
  o Student DATA Act (W. Va. Code §18-2-5h)
  o WVBE Policies (Policy 4350, Policy 2419)
- Local Policies
- Professional Standards

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FERPA Foundations :
Key Take Aways

- Parents and students have rights to their data.
- Information about students must be protected.
- Educators and officials must use reasonable methods to protect student data.
- Data access must be based on legitimate educational interest.
- Consent to share data is necessary (mostly).
- Data decisions are local.
- Districts have to tell people what's going on.

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FERPA/Privacy Foundations:
Key Things to Think About

- Personally Identifiable Information (PII)
  - Single or Combined Details
  - Not the same as Directory Information
- **"Legitimate educational interest"**
  - Fulfill professional responsibilities
- **Unauthorized Disclosure**
  - Intentional OR **Unintentional**

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Focus on FERPA:
Personally Identifiably Information

- **Any** information that can identify an individual
- Single details
- Combination of details
- "Regular" PII vs. Sensitive PII
- Must have consent to share

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Focusing in on **PII**

- PII can render a record/document an "education record" under FERPA
- Avoid using PII in notes or logs that may be accessed by or shared with others
- Ask:
  - o Does this directly/indirectly identify a specific/individual student?
  - o Is it being maintained by a school/district/state system (including a contracted/vended system)?

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Focus on FERPA:
Education Record

• Directly related to specific/identifiable student
• Maintained by education agency (or agents)
• Any format
• Excludes "sole possession" notes, peer-graded papers
• May include **finance records**

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Re-Focus on FERPA:
Education Records & Vendors

• Vendors (including school or classroom apps and technology platforms) may have education records
• Education records include
  • Student data sent to vendors
  • Student data sent from vendors
  • Student data stored by vendors on behalf of agencies

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Focus on FERPA:
Access & Disclosure

- **Access:** to actively view or retrieve information
- **Disclose:** to permit access to or release information
- **End Result:** PII from education records is shared
- **Authorized** or **Unauthorized**
- "Legitimate educational interest"

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Consequences of Breaching Confidentiality

- Loss of federal funds
- Potential criminal and civil liability
- Loss of access
- Loss of license
- Potential harm to students!

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Security & Threats Thereto

Security is essential for ensuring privacy and for preventing breaches and other disasters.

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Information Security (InfoSec)

- Protect information by mitigating risks
  - Information/data stored, processed, or transmitted by the organization
  - Risks include all sorts of threats, vulnerabilities
- **Goal:** Prevent/reduce probability of unauthorized access or unlawful use, inspection, disclosure, disruption, deletion, corruption, modification, recording, or devaluation of data

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Information Security (InfoSec)

- Focus on balanced protection of data…
  o Confidentiality
  o Integrity
  o Availability
- Maintain efficient policy implementation
- Minimize impact on productivity

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Physical Security & Cybersecurity Both Matter!

- Physical Security Examples
  o Locks (buildings, offices, cabinets)
  o Limited information in the open
- Cybersecurity Examples
  o Passwords and secure log-ons
  o Anti-virus tools, firewalls
  o Secured/limited-access systems
  o Logging out, minimizing data screens

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Current Cyber Threatscape

- Ransomware
  - Malware that locks systems, demands payment for release
- Social Engineering
  - Manipulating people (by deception) into providing confidential/sensitive information
- Phishing/Spear Phishing (types of Social Engineering)
  - Targeted messages from bad actors posing as legitimate colleagues, organizations to obtain information or resources
- Brute Force Attacks
  - Attempts to steal use credentials (often automated)
- Exploiting Remote/Telework Vulnerabilities
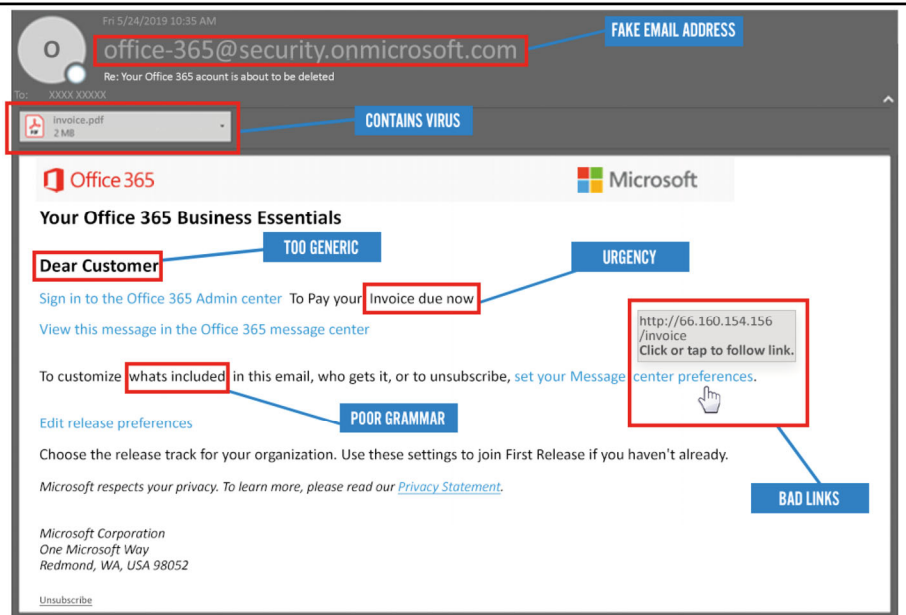
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What can phishing look like?

Check for:
- Inconsistencies, inaccuracies, oddities
- Unexpected or unusual messages
- Requests for urgent action

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What can phishing look like?

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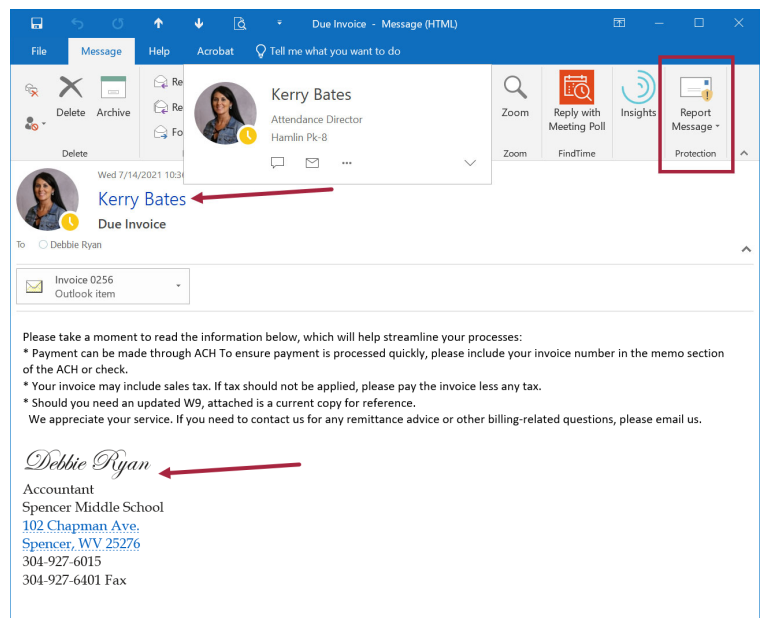
Key Security Threats/Vulnerabilities

Bad Guys
- External Bad Actors
- Internal Bad Actors

Good Guys
- Employees who are careless
- Employees who goof up
- Employees who don't know better

Systems & Tools (& Use)
- Old, unsupported operating systems, tools
- Weak, reused, accessible passwords
- Open system for independent application downloads
- Overly broad or open access

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We **MUST** Take Care & Beware

We are all individually responsible for making sure we manage and share information responsibly.

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Trust No One

- Seriously. **No one.**
- You cannot trust…
  - Tools to do the privacy work
  - Vendors to do *your* privacy work
  - Salespeople to be honest about product capabilities
  - Other people to know/remember what to do
  - Yourself to be perfect all the time

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Trust No One

- "~~Trust, but verify.~~"
- **Never** trust.
- **Always** verify.

My filing cabinets are totally secure and FERPA Compliant!

But are they <u>really</u> secure and FERPA Compliant?

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No! No! Maybe? It depends…

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How do you know if it's secure and safe?

- Close the drawers.
- Make sure the lock works; tell someone if it doesn't.
- Use the lock.
- Keep the key separate (and secure).
- Make sure only people with a legitimate need can get the key.
- Only get/use the files you need; leave the rest in the drawers.

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When you think about privacy & security, **remember…**

- Compliance **is not all about tools**.
- Compliance is about actions.
- Compliance is about critical thinking.
- Compliance **is about people**.

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Tell ALL of your colleagues!

- Compliance **is not** all about tools!
- Compliance **is about**
  - **people**
  - **actions**
  - **critical thinking**
- **Trust no one (and nothing)!**

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What happens if we trust and don't verify?

- Disclosure
- Disaster
- Despair

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Let's talk about disasters…

Recent examples of disasters that have happened in WV school systems and to education employees.

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It can and will happen to you: Ransomware

- Districts in WV have been hit with ransomware, crippling local ability to use computers/machines and access local services, the network, and networked resources.
- Recovery can be time intensive and costly.

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It can and will happen to you: Phishing

- Education staff in WV have fallen victim to phishing attempts by clicking on links in emails that appear to be—but are not—from legitimate sources.
- Responding to phishing attempts can result in malware, ransomware, stolen credentials, data exfiltration, and other similarly awful events.

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It can and will happen to you: Spear Phishing

- District staff in WV have fallen victim to spear phishing by responding to or acting on messages that appear to come from a colleague but which actually come from bad actors.
- Responding to spear phishing attempts has resulted in financial harm to districts (e.g., payments to fraudulent accounts/parties).

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But don't despair just yet!

- You can take action!
- Prevention is possible!
- Mitigation is manageable!
- You **can** prevent cyber disaster!

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Taking Control of Your Security

InfoSec seems like a daunting enterprise, but you are already taking steps to be in control!

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Administrative Controls

AUTHORIZED

- Clear policies
- Regular training for staff
- Limited, role-based data access
- Access and use for official duties only
- Routine disclosure avoidance reviews of all data/information shared or reported publicly
- Formal, tested incident response plan

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Physical Controls

- Locking drawers, cabinets, etc.
- Clear workspace
- Screen protectors
- Safe file transport
- Smart use

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Technical Controls

- Secure systems and devices
- Safe/secure storage
- User authentication
- Strong (long) passwords
- Threat scans
- Smart use

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Personal Controls

- Awareness
- Training (Regular)
- Caution
- Notification
- Discretion
- Smart Use

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More Help is Available

WVDE staff want to make sure you have the support and assistance you need.

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NCES Forum Guides

- Forum Guide to Cybersecurity:
  Safeguarding Your Data
  https://nces.ed.gov/forum/pub_2020137.asp

- Forum Guide to Education Data Privacy
  https://nces.ed.gov/forum/pub_2016096.asp

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USED: Privacy Technical Assistance Center (PTAC) & Student Privacy Policy Office (SPPO)

- https://studentprivacy.ed.gov/
- Full FERPA statute
- Audience-specific resources and FAQs
- Advice, findings and interpretations
- Video resources/training

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USED: PTAC & SPPO Resources

- Data Security:
  https://studentprivacy.ed.gov/security
- Privacy & Ed Tech:
  https://studentprivacy.ed.gov/Apps
- Training & Videos:
- https://studentprivacy.ed.gov/training

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Questions?

What can I try to answer for you right now?

Keep your eyes on the horizon…

Guarding students' and staff members' information is a crucial part of our jobs every day. Always be on the look-out for possible threats—and ways to improve!

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