



# Cypress-Fairbanks ISD

## Student Data Collection and Security Fact Sheet



Using data effectively and responsibly is a key component to helping students to succeed in school. Capturing accurate information is necessary for public, state, and federal reporting. It's also needed to create accurate school and district performance reports. The Family Educational Rights and Privacy Act (FERPA) establishes baseline parameters for what is permissible when sharing student information. CFISD uses additional guidelines and strict processes to protect the privacy of every student and to ensure the confidentiality and security of all data collected and managed. Data collected by CFISD meets specific policy, practice, and service requirements of state, federal, and local laws and regulations.

### What Student Information Does CFISD Collect?

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Core Data Collection Categories for Every Student:

- Student Demographics
  - Name
  - Birthdate
  - Race/Ethnicity
  - Gender
- Enrollment
  - State Assigned Student Identifier
  - School
  - District
  - Grade level
  - Entry/Exit date/Type
  - Courses completed
  - Course Educator ID
- Program Participation
  - Title I
  - Special Education/Gifted
  - Free/reduced lunch
  - English Language Learner
  - Migrant Status

Only for Students Participating in Specific Programs:

- Early Childhood
  - Enrollment start/end dates
  - Early Childhood Assessments
- Special Education
  - Disability / Gifted type(s)
  - Services received
  - Discipline incidents
  - Parent contact information
  - Select data from Individualized Education Program
- English Language Learners
  - Primary language
  - English language proficiency level
- Migrant
  - Certificate of Eligibility
  - Services received
- Concurrent Enrollment
  - Participation institution
- Career and Technical Education
  - Participation/concentration

State Assessment (students in assessed grades):

- State of Texas Assessments of Academic Readiness (STAAR)
  - Scores/results
  - Testing accommodations
  - Student growth percentiles
- College Preparatory Exam
- College Entrance Exam
- Alternative/Special needs test results

### Why Does CFISD Collect Student Information?

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- State or Federal Law
- Statute or Regulation



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### How is the Student Information Used:

#### Individual Student Data Uses:

- Allocation of state funding
- Administering state assessments
- Calculating individual student growth
- Post-secondary enrollment and remediation feedback

#### Aggregated Student Data Uses:

- School and District Performance Reports
- Program evaluation and measurement
- School and District Improvement Plans
- Federal reporting/funding
- Public reporting

### How is the Information Safeguarded?

- Access Control
  - Identity Management (Authentication / Authorization)
    - Strong password
    - 90 day expiration
    - Local access management
    - Principle of least privilege
  - Access logging/monitoring (device and location)
  - Intrusion prevention/vulnerability assessments
  - Laptop/mobile device password locks
  - Security awareness training for all staff
- Encryption
  - Use of State Assigned Student ID and encrypted SASID to isolate student data from student names.
  - Multi-level database encryption
- Secure Transit
  - Secure File Transfer Protocol (SFTP)
  - Hypertext Transfer Protocol with Secure Socket Layer (HTTPS)
- Physical Security
  - Controlled building and Data Center access
  - Video surveillance

### Who Has Access to Student Data?

- Authorized and authenticated CFISD education officials and information services personnel
- Authorized and authenticated school and district personnel
- Contracted vendors with signed data privacy obligations for specified applications

### When is Individual Student Information Archived or Deleted?

- All individual student data is encrypted, rendered non-individually identifiable through data portioning and warehoused per legal requirements.
- Access is restricted and actively monitored.

### Meeting and Exceeding Federal and State Student Privacy Laws

- Student privacy procedures fully adhere to the guidelines set forth in Federal and State law, but CFISD includes additional safeguards such as follows:
  - Formal information security policies
  - District guidance for student data security and privacy policies
  - Annual policy reviews and revisions
  - Data governance committee to determine internal accountability for student data
  - Internet Governance Authority to review data privacy and security
  - Data breach notification and liability clauses in vendor contracts and agreements that involve individual student data
  - Annual independent security audits.

### Resources:

- <https://www.cfid.net/en/news-media/student-data-privacy/>
- <https://www.cfid-technologyservices.net/ccs.html>