



CYBERSECURITY TIPS AND TOOLS

ESTABLISHING A SECURITY AWARENESS PROGRAM

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Data Security Advisory Committee

The Data Security Advisory Committee (DSAC) provides guidance to the Texas education communities, maximizing collaboration and communication regarding information security issues and resources which can be utilized within the educational communities served.

The DSAC is currently comprised of representatives from school districts, ESC's, TEA and the private sector.

Texas Gateway

<https://www.texasgateway.org/>

Cyber Security Tips and Tools

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Online resources FOR YOUR CLASSROOM

Find engaging, TEKS-aligned resources that you can use with your students as part of classroom instruction, intervention, acceleration, or additional practice.

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[BROWSE TEKS](#)

[BROWSE RESOURCES ▶](#)



Featured Resources



Getting Started Guide



Starting the Conversation



**ELA & READING
Targeting the 2 Percent**



Restorative Discipline Practices in Texas



**SOCIAL STUDIES
Social Studies TEKS: Supporting Information**



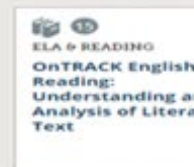
**MATH
Teacher2Teacher Math Video Series**



Teacher2Teacher



**cybersecurity data
Cyber Security Tips and Tools**



**Introduction to the Revised Mathematics TEKS
MATH
Mathematics TEKS: Supporting Information**



**ELA & READING
OnTRACK English II Reading: Understanding and Analysis of Literary Text**



Why do we need a Security Awareness Program?



In the Public sector; 40% of the data breaches (96 of 239 total) involved internal actors for the 2017 report.

SOURCE: Verizon 2017 DBIR

Why would schools be a target?

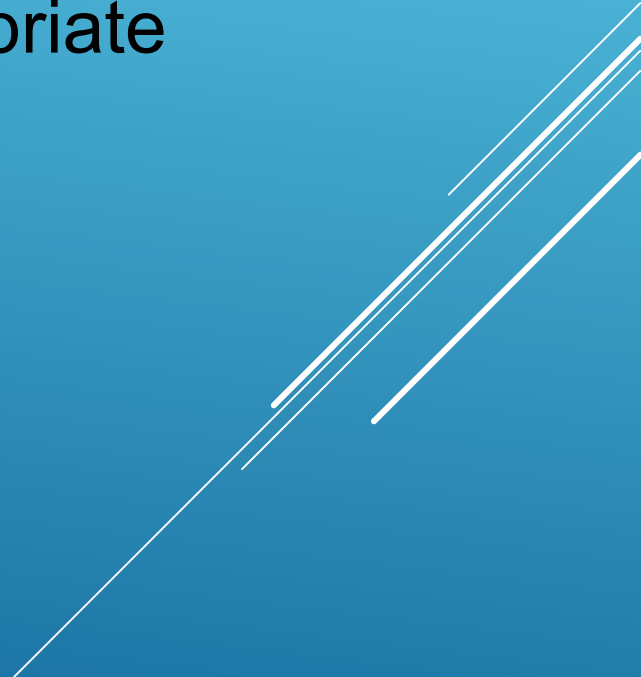


"If bad actors can access student [personal data], that information can be exploited for the purpose of fraud and committing crimes for years before it is detected."

Mary Kavaney, the chief operating officer of the Global Cyber Alliance

Security Awareness Program

A security awareness program is a way to ensure that everyone at your organization has an appropriate level of know-how about security along with an appropriate sense of responsibility.

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Communicate and Instill Responsibility

Part of the challenge when it comes to deputizing employees as security ambassadors is communicating that security is *everyone's* responsibility.

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“You can outsource everything, except responsibility.”

John Keel, Texas State Auditor

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Texas Protective Requirements


Texas Business Code

Sec. 521.052. BUSINESS DUTY TO PROTECT SENSITIVE PERSONAL INFORMATION. (a) A business shall **implement and maintain reasonable procedures, including taking any appropriate corrective action, to protect from unlawful use or disclosure any sensitive personal information collected or maintained** by the business in the regular course of business.

What should be included in a successful Security Awareness Training program?

- Social Engineering
 - Email, Phishing, & Messaging
 - Browsing
 - Hard Copy of Sensitive Information
 - Social Networks
 - Mobile Device Security
 - Passwords
 - Encryption
 - Data Security and Data Destruction
 - Insider Threats
 - What to do when you recognize a threat
-
- Mandatory on a regular basis
 - Monitored

What should be included in a successful Privacy Awareness Training program?

- Family Educational Rights and Privacy Act (FERPA)
 - Privacy
 - Sensitive Data as defined in Federal and State statutes
 - Data Security and Data Destruction
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Students:

FERPA (20 U.S.C. 1232g; 34 C.F.R. 99.3) defines “personally identifiable information” to include the 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 (SSN, student number, biometric record), other indirect identifiers (DOB, place of birth, mother’s maiden name), or 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 to identify the student with reasonable certainty.

FERPA is applicable to personally identifiable information contained in education records. “Education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an educational agency or institution.

Students Continued:

FERPA and section 26.013 of the Texas Education Code address “directory information.” A school district is permitted to designate certain information about students as directory information that is publicly available. **However, a parent or eligible student must be given the opportunity to opt out of directory information. Directory information may include the student’s name, address, telephone number, email address, photograph, date and place of birth, grade level, enrollment status, dates of attendance, participation in recognized activities and sports, and honors and awards received.**

Section 39.030 provides the results of **individual student performance on academic skills assessment instruments are confidential and may be released only in accordance with FERPA.** However, overall student performance data must be aggregated by ethnicity, sex, grade, subject, campus, and district and made available to the public. This data may not contain the names of individual students or teachers.

Educators/District Employees:

Section 21.0481 of the Education Code provides **the results (numerical score and pass/fail) of educator certification examinations are confidential.**

Section 21.355 of the Education Code states a **document evaluating the performance of a teacher or administrator is confidential.**

Section 22.08391 of the Education Code provides **criminal history record information must not be disclosed except under certain circumstances.**

Section 552.117 of the Government Code provides **the home address and phone number, emergency contact information, social security number, or information that reveals whether the individual has family members is excepted from public disclosure if the current or former employee of a government body makes the election to withhold such information** under section 552.024 of the Government Code.

Educators/District Employees continued:

Section 552.126 of the Government Code provides **the name of an applicant for the position of superintendent of a school district is exempted from public disclosure, except the board of trustees must give public notice of the name(s) of the finalists being considered at least 21 days before the date of the meeting at which final action or vote is to be taken on the employment of the person.**

Section 552.135 of the Government Code provides **an informer's name or information that would substantially reveal the identity of an informer is exempted from public disclosure. "Informer" is defined as a student or former student or an employee or former employee of a school district who has furnished a report of another person's or persons' possible violation of criminal, civil, or regulatory law to the school district or the proper regulatory enforcement authority.**

Section 552.136 of the Government Code provides **a credit card, debit card, or access device number (a card, code, account number, etc. used to obtain money, goods, or services) is confidential.**

Information regarding Cybersecurity Posture

Texas Government Code Section. 552.139. EXCEPTION: CONFIDENTIALITY OF GOVERNMENT INFORMATION RELATED TO SECURITY OR INFRASTRUCTURE ISSUES FOR COMPUTERS. (a) Information is excepted from the requirements of Section 552.021 if it is **information that relates to computer network security, to restricted information** under Section 2059.055, **or to the design, operation, or defense of a computer network.**


(b) **The following information is confidential:**

(1) **a computer network vulnerability report;**


(2) **any other assessment of the extent to which data processing operations, a computer, a computer program, network, system, or system interface, or software of a governmental body or of a contractor of a governmental body is vulnerable to unauthorized access or harm, including an assessment of the extent to which the governmental body's or contractor's electronically stored information containing sensitive or critical information is vulnerable to alteration, damage, erasure, or inappropriate use;**

Who should receive the Security/Privacy Awareness Training?


Everyone who has access to your network or your data

- Administration
 - Staff
 - Contractors
 - Interns
 - Temps
 - Vendors
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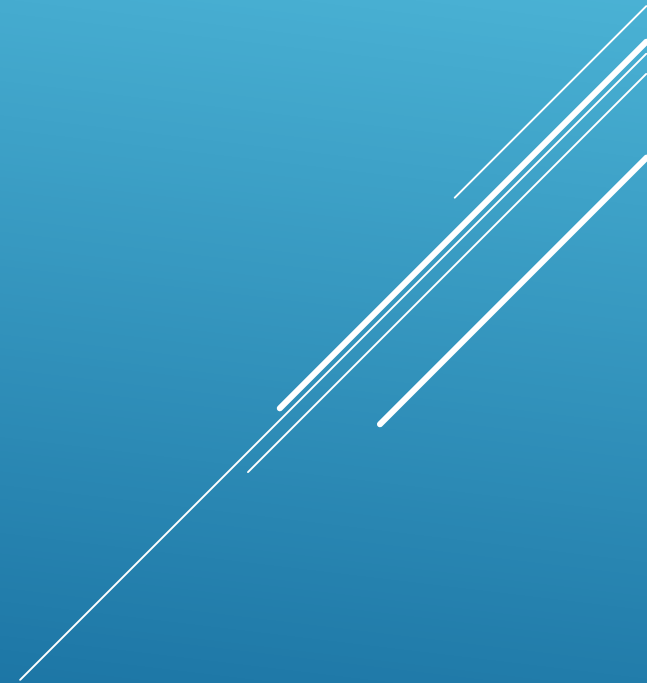
When should they have Security/Privacy Awareness Training?

- New employee orientation briefing
 - Online training completed within 30 days from start date
 - Annually or biennial there after
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Components of a efficient Security/Privacy Awareness Program

- New Employee Orientation Briefing
 - Regular Computer-based training
 - Instructor lead training
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Legislative updates



Reminder: **Girls Go CyberStart** registration is open until **April 20th**

➤ **For more information on Girls Go CyberStart:**

➤ <https://go.girlsgocyberstart.org/>

Questions?

