



Data Security and Privacy Training: Best Practices

Self-Assessment

Individual Items	Yes	No	Partial	Notes
I know how to de-identify data when using it for analysis, projects and presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I use strong passwords, including capital letters and symbols where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I do not write down or share my passwords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I do not use the "Remember Password" function in my browser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I change my passwords regularly, and immediately if I suspect they have been compromised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I refrain from including personal and sensitive information in emails or attachments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I avoid storage of documents containing personal and sensitive information on my workstation or mobile device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am familiar with my district's policies concerning secure file storage and transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am familiar with my district's policies and procedures concerning cloud storage, and USB "flash" or "thumb" drives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I lock my computer or mobile device when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am familiar with my district's policy on mobile devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I consider whether a paper copy is necessary before I print.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am mindful about where I am printing, and promptly retrieve printed copies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I destroy paper copies when no longer needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am familiar with my district's procedures concerning data retention and destruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Organizational Items	Yes	No	Partial	Notes
We have completed a data inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have assigned a district privacy officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We de-identify data used in analysis, projects and presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We train users in secure password management strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We train users in responsible email practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We provide access to network drives for user file storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have a policy regarding the use of external storage (such as flash drives, compact disks, portable hard drives and cloud storage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We securely automate data transfers as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We require locking of devices/workstations or enforce security settings to automatically lock devices when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We don't allow or actively prevent downloading of reports or files containing PII to workstations or devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We store physical media in secure places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We train users in policy and procedures concerning mobile devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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We assign a backup for key security for all system administration functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have a firewall in place between the district's network and the public internet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have Secure Socket Layer (SSL) certificates in place from certificate authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We limit access to servers to those with appropriate credentials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We equip devices that access student data with appropriate passcodes and encryption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We assure that operating systems, anti-virus and anti-malware software are vendor supported and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We update web browsers to appropriate versions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We complete vulnerability assessments at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We do not allow generic or shared user accounts in data systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have a documented procedure in place for grade changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have a documented process in place for changing user rights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We have a documented process in place for removing users from systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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We are aware of users with Assume Account and Assume Identity features in our systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We periodically review audit logs and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We review and document staff duties and roles annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We remove all access in a timely manner when staff members exit the district or are reassigned (including applications, servers, LDAP/AD, and SFTP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We alert our partners when someone exits the district or has been reassigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We train staff on verbal communication issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We train users in hard copy management, including encouragement to print only when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We store documents in secure areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We retain data and documents only as long as they are needed and train staff accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
We properly destroy data and documents when they are no longer needed and train staff accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

